

PERSONAL SUMMARY

A reliable and talented translator with ability to translate written documents from a source language to a target language. A quick learner who can absorb new ideas and can communicate clearly and effectively with people from all social and professional backgrounds. Well mannered & fully aware of diversity and multicultural issues. Flexible in the ability to adapt to challenges when they arise and at the same time remaining aware of professional roles & boundaries. Would like to work as a translator for a successful and ambitious company that offers great opportunities for career development and progression.

PROFESSIONAL EXPERIENCE

FREELANCE TRANSLATOR

ENGLISH-SPANISH/SPANISH ENGLISH

August 2015 – Present

Working freelance, providing a translation and interpretation service where needed. Involved in converting documents and articles from one language into another and ensuring that the finished converted articles relay the intended message as clearly as possible.

I am also a volunteer translator in the TED Open Translation Project.

SENIOR IT AND RISK AUDITOR

***Ernst & Young LLP, New York, NY
2014***

October 2012 – March

Lead auditor responsible for designing and conducting technology reviews for a diverse portfolio of clients in various sectors (retail, publishing, etc.) in the capacity as a co-source resource or a consultant.

- Manage both large and small-scale engagements, including the development of budgets, scoping of work plans, monitoring of engagement economics, communicating with executive-management and development of reports.
- Conduct a range of IT audits, including numerous platforms and operating systems and security software reviews, and General Computer Controls testing.
- Supervise staff and ensured that detailed testing of control is completed appropriately.

SENIOR IT AUDITOR

Barreto & Velez, Santo Domingo, Dominican Republic

August 2010 – May 2011

Supervisor responsible for planning and overseeing IT audits of Barreto & Velez.

- Managed all phases of audits from individual audit risk assessments to report development and follow up.
- Assisted in the annual risk assessment process, planned, and oversaw audit execution.
- Directed, mentored, and coach IT auditors and conducted interviews for new staff.
- Communicated issues and project status to audit management.

SENIOR SYSTEM AND PROCESS AUDITOR

PricewaterhouseCoopers, Santo Domingo, Dominican Republic

October 2004 – April 2010

Participated in various audits that focused on IT SOX and General Controls reviews and testing.

- Developed audit programs and performed tests on systems and infrastructure to identify and/or detect weaknesses.
- Analyzed and evaluated existing controls to determine their adequacy and effectiveness.
- Recommended compensating controls and/or new controls that adequately mitigate risks.
- Coordinated with various departments to create remediation plans for issues and deficiencies.

SUPERVISOR - DATABASE ADMINISTRATOR

Secretaria de Estado de Hacienda, Santo Domingo, Dominican Republic

September 2000 - October 2004

Supervisor responsible for developing, implementing, testing backups and recovery plans for databases.

- Monitored and maintained database servers and application tools ensure optimal performance.
- Modified, backed up and restored databases.
- Controlled, monitored and provisioned user access to databases.

EDUCATION

Masters, IT Management; University Catolica de Santo Domingo, UCSD, Dominican Republic, September 2003
Bachelor, Systems Engineering Science and Literature; Universidad Iberoamericana, UNIBE, Dominican Republic,
April 1999

TECHNICAL SKILLS

Database Systems: SQL Server, Oracle and AS/400.
Data Analysis & Data Mining: ACL
MS Office Suite: Word, Excel, Access and PowerPoint
OmegaT

AREAS OF EXPERTISE IN TRANSLATION

IT Documents

IT Audit Project Presentations

Resumes