

# Sarah Symons Glegorio

## Spanish & Portuguese to English Translator

Specializing in Business, Financial and Legal texts  
Portland, Oregon, USA (GMT – 8)

Email: [sarahsg@sharktranslations.com](mailto:sarahsg@sharktranslations.com)  
Mobile: (+1) 503-953-4397

Website: [www.sharktranslations.com](http://www.sharktranslations.com)  
LinkedIn: [www.linkedin.com/in/sarahsg/](http://www.linkedin.com/in/sarahsg/)

### Qualifications & Experience:

- ATA certified from Spanish into English #520288
- Languages: Native English (US), fluent Spanish and Portuguese
- CAT & OCR tools: SDL Trados Studio 2019, MemoQ, Abbyy FineReader
- SDL Trados Studio Certified Level 3, SDL Post Editing Certified Level 1
- Background in finance, real estate, and teaching English



Verify at [www.atanet.org/verify](http://www.atanet.org/verify)

### Recent Translation Projects:

**Business:** Articles of incorporation, corporate meeting minutes, economic forecasts, HR forms, interview transcripts, invitations to tender, policies & procedures, product information sheets, RFPs, scopes of work, training manuals & presentations, website copy.

**Financial:** Accounting records, annual reports, audit statements, banking & lending agreements, bank statements, insurance claims & policies, mortgage documents, risk management policies, stock purchase agreements, tax disputes, forms, and planning strategies.

**Legal:** Background records, complaints, contracts, court summons, depositions, divorce decrees, documentary evidence, import regulations, judgments, legal opinions, license and service agreements, non-disclosure agreements, notarial acts, police reports, powers of attorney, property deeds, real estate zoning ordinances, regulatory standards, sworn statements, traffic laws, writs.

**General:** Academic transcripts, birth certificates, certified translations, death certificates, employment histories, ID copies, manuscript editing and proofreading, marriage certificates, news articles, reference letters, phone conversations, PowerPoint presentations.

### Education & Training:

- Advanced Level Certification, SDL Trados Studio, June 2020
- Post Editing Certification, SDL Trados Studio, June 2020
- Professional Development in Portuguese to English Translations, June 2016  
New York University SPS, New York, NY, USA
- Professional Certificate in Spanish to English Translations, June 2014  
New York University SPS, New York, NY, USA
- Teaching English as a Foreign Language (TEFL), Trinity College Certificate, May 2005  
Oxford House College, Barcelona, Spain
- Bachelor of Arts degree, Spanish major with Business minor, June 2003  
University of Oregon, Eugene, Oregon, USA

**Relevant Work Experience:**

March 2014 - present

**Translator, Owner at Shark Translations, [www.sharktranslations.com](http://www.sharktranslations.com)**

- Spanish and Portuguese to English translations
- Specialized in commercial, financial and legal texts
- Certified translations and Post Editing of Machine Translations (PEMT)
- English proofreading & editing services
- PDF conversions & desktop publishing

October 2008 – September 2015

**Bilingual Loan Officer, Department Trainer at Point West Credit Union, Portland, OR**

- Origination, processing, underwriting, closing, funding and servicing of:
  - Consumer loans, Home Equity loans and HELOCs, Non-citizen (ITIN) loans
- Supplemental insurance sales
- Medallion Stamp Guarantor
- Credit counseling
- Cross-training all of the above

June 2005 - August 2008

**Freelance English Teacher & Translator in Barcelona, Spain & Florianopolis, Brazil**

- Children's, adolescents', adults' and in-company classes of all levels
- Spanish and Portuguese to English translations

September 2003 - April 2005

**Real Estate Agent at Business & Real Estate Brokers, Inc., Portland, Oregon**

- Drafted contracts, performed duties of a seller's agent, contacted potential buyers, scheduled property viewings, published advertisements
- Established vendor relationships, researched client & public records
- Ensured compliance on all communications

July 2000 - April 2005

**Office Manager & Internal Auditor at Rafferty & Towner, Inc., Portland, Oregon**

- Analyzed and organized financial data and prepared financial reports
- Auditing, bookkeeping and reconciliation of clients' bank accounts and expenses
- Maintained client and company accounts and records

**Associations & Memberships:**

- Voting member of the American Translators Association (ATA)
- Treasurer of the Oregon Society of Translators and Interpreters (OSTI)
- Volunteer on the ATA Business Practices Committee