



Maritza Donnelly, B.Sc., M.Eng.

Certified Spanish-English Translator

A multi-skilled, reliable and talented translator who has extensive knowledge and experience in business and manufacturing, complemented with an intimate familiarity in both Latin and Anglo cultures and with an excellent command in both Spanish and English.

- ➔ *Demonstrated proficiency in translating technical documents for the food and electronics industry*
- ➔ *Diverse knowledge in different career fields, mainly in manufacturing, engineering, and finance*
- ➔ *Knowledge and experience in various computer software applications*
- ➔ *Excellent interpersonal skills, and fully aware of diversity & multicultural differences*

CORE STRENGTHS

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|--------------------------------------------------|-----------------------------------------------|
| ▪ <i>SDL Trados Studio 2015, Multiterm</i> | ▪ <i>Translation & Interpretation</i> |
| ▪ <i>MS Word, Excel, PowerPoint & Adobe</i> | ▪ <i>Editing and Proofreading</i> |
| ▪ <i>Research and Analyst</i> | ▪ <i>Time & Project Management Skills</i> |
| ▪ <i>Manufacturing & Quality Terminology</i> | ▪ <i>And, Outstanding Work Ethic</i> |

KNOWLEDGE AND EXPERIENCE

Translation and Interpretation

- Provided interpretation services to Mathews Dinsdale & Clark LLP, a Workplace Law Firm in Canada, which resulted in cost reductions to the lawyer—a workmen's compensation law suit against a manufacturing plant.
- Translated general business documents and emails from Spanish into English to further grant international business negotiations across the organization's subsidiaries.
- Assisted in translating some of the standard operating procedures (SOP) from English into Spanish that were used in one of the Kellogg's plant in Mexico—used localized Kellogg's food industry terminology.
- Translated an operating manual from English into Spanish for a new product introduction.

Manufacturing

- Extensive knowledge and experienced in developing and implementing instructional manuals, material safety data sheets, safety procedures, standard operating procedures(SOP), engineering documents, quality control guidelines, and new product specifications.

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Manufacturing (cont'd)

- An expert in different manufacturing systems such as Lean, Six-Sigma, Agile, Flexible, Mass production, Just-in-Time, Cellular, and many more.

WORK HISTORY

Spanish and English Translator—Rainforest Partnership 2016-Present

- Providing translations that are accurate and that reflect the style and manner of expressions of native Spanish-, and English-speaking people.
- Translation of different kinds of documents ranging from general to legal contracts.
- Researching legal and forestry phraseology to ensure the correct translation is used.

Spanish and English Translator—KreatiaWeb 2016-Present

Spanish and English Interpreter and Translator—Latin Borders Translations 2015-Present

- Consecutive interpretation from English into Spanish and vice versa at manufacturing sites and law firm locations.
- Translating, editing and researching medical, legal, and technical terminology.

Spanish and English Interpreter—Language Linx 2015-Present

Plant Leader of Innovation & Continuous Improvement—Kellogg Canada Inc. 2009-2014

Innovation Plant Contact, Project Manager—Kellogg Canada Inc. 2007-2009

Senior Industrial Engineer—Kellogg Canada Inc. 2001-2007

ACADEMIC DEVELOPMENT

English-Spanish Translation Certificate
University of Massachusetts (July/2016) Boston, USA

Business English Teacher Certificate
Oxford Seminars - Western University London, Canada

Master's in Engineering (MBA & Industrial Engineering)
University of Toronto Toronto, Canada

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