

Maria Rose Tartaglia, J.D./LL.M

Syracuse, New York · (315) 450-6172 · tartaglia.maria@gmail.com

Freelance Translator

Spanish / French > English

Specialization: Legal, Business and Financial Documents

Legally-trained, **native-English** speaker providing professional translations from **Spanish/French into English**. Committed to applying my extensive cultural and legal knowledge to ensure clients receive accurate, quality translations that will help them expand their business and better serve their clients. Excellent written communication skills and attention to detail. **Specialized** in legal and business translation, with extensive experience translating the following types of documents:

Legal

Contracts
Legal Memoranda
Pleadings
Legislation

Business/Financial

Financial Statements
By-laws
Company Manuals/Policies
Meeting Minutes

Other

News Articles
Websites
Correspondence
Resumes/Cover Letters

Translation Experience

Legal Translator, *Sintaxia, S.L.*, Madrid, Spain Jan. 2014 – Aug. 2017

- Accurately translated business, financial and legal documents from Spanish into English.
- Frequently translated documents include: financial statements, audit reports, legal memoranda, by-laws, board minutes, mortgage loans, facility agreements, factoring agreements, legal complaints, etc.
- Edited and proofread English documents translated/drafted by non-native English speakers.
- Clients included multinational companies, law firms, banks, universities and investment firms.

Volunteer Translator, *Watching America* Aug. 2013 – Jan. 2014

- Translated one news article per week (Spanish into English).

Volunteer, *Kids in Need of Defense*, Boston, MA Sept. 2012 – Sept. 2013

- Provided translating, interpreting, and research assistance on an ad-hoc basis.

Proofreading, Editing, and Writing Experience

Associate Copy Editor, *Language Documentation & Conservation Journal* June 2017 – Present

- Meticulously review citations and references ensuring all citations follow the Chicago Manual of Style.

Volunteer Copy Editor, *Internet Encyclopedia of Philosophy* May 2016 – Present

- Proofread articles and eliminate grammatical mistakes while maintaining the author's personal voice and writing style.
- Verify compliance with MLA guidelines.

Article Editor, *BU Public Interest Law Journal*, Boston, MA Sept. 2014 – May 2015

- Led a team of students to ensure efficient and effective editing of articles submitted to the journal for publication.
- Revised student applications to the journal, i.e. reviewed editing and citation tests completed by the applicants.

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Legal Experience

- Law Clerk**, *Southeast Louisiana Legal Services*, New Orleans, LA June 2013 – Aug. 2013
- Researched legal issues and drafted memoranda related to loan modification and bankruptcy cases. Research topics included: credit counseling requirements, fiduciary duties of a caretaker, loan modification request criteria, etc.
- Law Clerk**, *Americans for Immigrant Justice*, Miami, FL May 2013 – June 2013
- Collaborated with native Spanish speakers to translate client letters into Spanish on a range of topics from basic document requests to lengthy descriptions of legal processes and standards.
 - Counseled detainees on their rights and eligibility for visas.
 - Gathered resources and developed an outline for a scholarly article on racial profiling.
- Student Attorney**, *Housing, Employment, Family, & Disability Clinic*, Boston, MA Sept. 2012 – Dec. 2013
- Drafted memorandum in support of an appeal for disability benefits.
 - Represented a T-visa applicant in both her immigration and family law matters. Successfully argued before the judge to waive attorney's fees for her public defender.
 - Attended a pre-trial advocacy course aimed at fine-tuning written and verbal advocacy skills.
- Research Assistant**, *Domenic Finelli, Attorney at Law*, Revere, MA Jan. 2012 – Dec. 2013
- Researched legal issues in the areas of tax, family law, estate planning, and business law.
 - Drafted several documents including interrogatories and requests for production of documents, motions, proposed findings, complaints and oppositions.
- Law Clerk**, *Women's Bar Foundation, Family Law Project*, Boston, MA May 2012 – July 2012
- Responded to inquiries regarding eligibility for services.
 - Completed research paper on the importance of the new alimony laws for low-income women.

Education

- J.D.**, *Boston University School of Law*, Boston, MA May 2014
- LL.M International and European Business Law**, *Universidad Pontificia de Comillas*, Madrid, Spain May 2014
- B.A. Spanish** (*summa cum laude*), *University at Buffalo, The State University of New York* June 2011
Minors: Political Science, Latino Studies Study Abroad at *Universidad de Sevilla*
- B.S. Business Administration** (*summa cum laude*), *University at Buffalo, The State University of New York* June 2011
Minors: International Business

Certifications, Conferences, and Trainings

- Mediterranean Editors and Translators Meeting**, Tarragona, Spain Oct. 2016
Workshops Attended: Translating Contracts; Grammar Pathway: Relatives; Grammar Pathway: The Comma
- English as a Second Language Certificate**, *TEFL Institute* Jan. 2014
- Volunteer Income Tax Assistant Training**, *Boston Bar Association* Jan. 2013

Publications

- Getting a Movement to Move: The Plain Language Movement**, *Revista Icade No. 94* Spring 2015