

# Gretchen Delfin

## Spanish<>English Translator

Business website: [www.delfintranslations.com](http://www.delfintranslations.com)  
[gretchendelfin@gmail.com](mailto:gretchendelfin@gmail.com) | +1 (608) 535-7503 | Madison, WI – USA

### SUMMARY

I am a Spanish (Latin American) from and to English (US) translator with 20 years of experience specializing in legal and official translations, audiovisual, journalism, content marketing, and web content. My native language is English and I am fully proficient in Spanish. In addition to my formal studies, including a master's level certificate in translation, I constantly work on improving my linguistic skills and cultural awareness through professional development and living, studying, and traveling in Spanish-speaking countries.

### PROFESSIONAL EXPERIENCE

**Freelance Spanish<>English Translator:** 01/2018 to present

Specializations include:

- Immigration and law: Certified translations of birth/marriage/death certificates, apostilles, divorce decrees, agreements and contracts, property deeds, powers of attorney, police reports, complaint of wrongful termination, rape victim statement and medical exam report, and personnel manual.  
*Most recent project:* 1,068-word supplementary declaration from Spanish to English.
- Audiovisual: Video files, subtitles, editing templates for subtitle translations.  
*Most recent project:* 1,008 minutes of virtual professional conferences; I edited English templates for translation.
- Journalism: Global news articles centered on Latin America.  
*Most recent project:* 278-word Mexican news article from Spanish to English.
- Marketing content and websites: Newsletters, fundraising materials, brochures, and web content.  
*Most recent project:* 1,476-words of NGO's web content about financial assistance during COVID-19 from English to Spanish.

**Spanish and English Translator, Sight Translator and Interpreter:** 11/2000 to 11/2015

- County of Dane | Madison, WI | 04/2004 to 11/2015: I translated the phone tree script from EN>ES, gave EN<>ES sight translations, interpreted in small claims court, took court and administrative actions and made financial analyses as child support investigator, provided assistance to corporation counsel as paralegal, and worked as a Clerk in Court Records and the Register of Deeds.
- Elder Care of Dane County | Madison, WI | 05/2001 to 12/2002: I translated the association handbook, provider directory, and brochures from EN>ES and served as on-call Spanish medical and social work interpreter.
- Madison Area Technical College | Madison, WI | 11/2000 to 12/2002: I taught ESL to factory workers and provided interpretation and sight translation services for factory workers and human resources personnel.

**Spanish Teacher:** 08/1996 to present

- Freelance Tutoring | via Zoom | 02/2021 to present: I tutor grade school students in Spanish.
- Durand Public Schools | Durand, WI | 08/1996 to 08/1999: I taught Spanish in grades six through twelve.

### EDUCATION

**Specialized Certificate in Translation (Spanish/English):** University of California Extension, San Diego, CA - 01/2017 to 03/2019. My studies focused on advanced writing skills in English and Spanish and EN<>ES translations, including legal and official documents, journalism, marketing, and websites.

**Bachelor of Arts in Comprehensive Latin American Studies:** University of Wisconsin, Eau Claire, WI - 08/1989 to 12/1995. My studies included a one-year student exchange at the University of Oviedo, Spain.

### PROFESSIONAL DEVELOPMENT

- Translating Official Documents Course by Jennifer Nielsen ([Training for Translators](#))
- Legal Translation Workshop: Mastering Linguistics and Law by Paula Arturo (Advanced Skills Training at ATA60)
- Cloud Subtitling Workshop by Pablo Fernández Mariano (Advanced Skills Training at ATA60)
- Copywriting: For Your Clients and for Your Business Course by Madalena Sánchez Zampaulo ([Training for Translators](#))

PROFESSIONAL ASSOCIATIONS - American Translators Association (ATA), ATA Spanish Language Division, ATA Law Division, ATA Audiovisual Division, Midwest Association of Translators and Interpreters, and American Bar Association