

JD ARANGO

Objective/Summary

Throughout my 7 years of experience in the education industry in various job roles and over 5 years of experience as a freelance translator, I have developed a skill for translating a great variety of topics including **law, medicine, tourism, business, marketing, IT, and others**. I have developed a passion for teaching and giving knowledge that will encourage others to perform better as students. As I continue in this career, I look forward to working in an environment that encourages learning, further professional growth and I hope to help the company benefit and grow from my skills and experience.

Work Experience

FREELANCE TRANSLATOR – ENGLISH <> SPANISH, January 2015 –Present

- As a freelance translator, I've used the tools I have gathered throughout my 7 years of experience as an educator to translate documents for different entities. I have experience using CAT tools, primarily MemoQ 2015.
- Translating rates: Depending on the project, **from** 0.04USD per word/\$24.00USD an hour
- Proofreading: from 0.02 USD per word
- Editing: from 0.03 USD per word
- Subtitling: from \$5.50USD per minute of video

Rates may vary depending on the project and the deadline

ACADEMIC COORDINATOR – PALS, Colombia, January 2017 –Present

- As academic coordinator for a start up language institute, I'm in charge of training, coordinating, and developing new teachers. In addition to that, I teach approximately 20 hours a week.

EXAMINER OF CAMBRIDGE EXAMS – INTERNATIONAL HOUSE, Colombia, March 2017–Present

- As examiner for Cambridge exams in Colombia, I proctor Key (KET A2), Preliminary (PET B1), First (FCE B2), and Advanced (CAE C1).

INSTRUCTOR COACH / TRAINER – BERLITZ, Colombia, May 2015–January 2016

- As coach, I managed the quality of instruction as well as the teachers' development in different Berlitz schools around the latam region including countries like Venezuela, Peru, Chile, and Colombia.

LANGUAGE INSTRUCTOR – BERLITZ, Colombia, April 2013 – December 2016

- As a language instructor I taught students of all ages including children from 4-18 years old, as well as adults of different backgrounds. I taught a wide range of programs including all Berlitz basic levels of general English from (A1-C1), Oxfords Q-Skills for success, Business English, English for Meetings and Presentations, Emails and Business Writing, also conducted workshops on communication skills and leadership and led test preparation programs for TOEFL and IELTS.

LANGUAGE INSTRUCTOR – BERLITZ, Shanghai, China, November – December 2016

- In my time in China, I taught students of all ages including children from 4-18 years old, as well as adults of different backgrounds. The majority of the classes were taught to adults with a business background polishing their English skills of a B1 level.

LANGUAGE INSTRUCTOR – ESCUELA MILITAR DE CADETES JOSE MARIA DE CORDOBA, Colombia, April 2013 –June 2016

- I have experience teaching at a high quality university for over 7 semesters dealing with groups of approximately 20 students. My responsibilities included managing paperwork for each and every student such as exams, progress reports, book reports, and other assignments, as well as attendance records.

TESOL/TEFL COURSE – INTESOL INTERNATIONAL – 2017

- Certified by Intesol International, a TESOL/TEFL Institution accredited and Certified by ALAP (Awarding Language Acquisition for Professionals), a UK based Awarding Organization. ALAP an accrediting organization that specializes in the ELT industry.

INSTITUTO ARTES Y LETRAS – ADVERTISING DESIGN – *Bogota, Colombia 2009-2011*

- While I was in highschool, my school was chosen to be a part of a program for students to study university subjects on campus and highschool simultaneously. I studied 6 semesters of Advertising Design during this period.

INSTITUTO EDUCATIVO JORGE ELIECER GAITAN – *Bogota, Colombia 2008-2010*

- Studied 9th to 11th grade in a Colombian school to further my Spanish studies and to graduate highschool.

SWEETWATER MIDDLE SCHOOL – *Atlanta, Georgia 2002-2006*

- Lived and studied in the USA since the age of 1 for a total of 14 years.

English, Native
Spanish, Native

HTML, Advanced
CSS, Advanced
Javascript, Advanced
Word, Advanced
Excel, Proficient
Adobe Photoshop, Advanced
Adobe Illustrator, Advanced
MemoQ, Advanced
OmegaT, Advanced
AutoCAT, Proficient
SubtitleEdit, Advanced