

# Ashley Jones-Lewis

Vail, CO 81657

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## PROFESSIONAL SUMMARY

Growing up in a bilingual household and attending 15 years of bilingual schools, I am a native speaker of both Spanish and English. I have a great ability for research, composition and paying close attention to detail. I enjoy working alongside an author to find the best way to convey their message but can also work independently when necessary. I specialize in the legal field.

## SKILLS

- Fluent in Spanish and English
- Can translate in both directions
- Cultural expertise in Latin America
- Experience with technical texts
- Business process understanding
- Document review
- Proofreading skills
- Process Improvement
- Amara, Sfera Studios, Global Link
- MS Office, OmegaT, Memo Q

## WORK HISTORY

08/2020 to present

### **Chapman Law Group - Edwards, CO**

- Fulfilling legal assistant duties, including billing, and drafting agreements.
- Translating legal documents, including agreements and contracts.

12/2014 to present

### **Hospitality - Vail, CO**

- Serving customers bilingually in different scenarios: restaurant, ski rentals, accommodations.

## TRANSLATION HISTORY

10/2020 to present

### **Translation Agencies**

- Create subtitles for media content with professional software provided by the employer, under contract with Deluxe Entertainment and TransPerfect.
- Translate migration documents such as birth certificates and education records, under contract with D&T Translations.

05/2020 to present

### **Direct Clients**

- Translate a variety of text types including literature, research projects, journalistic style articles, medical consent forms, legal documents, etc.
- Replicate flow, style, and overall meaning of original texts.

12/2014 to present

### **Community Interpreting – Vail, CO**

- Applied effective listening, note-taking, and translation techniques when reproducing oral communications.
- Helped people with language barriers communicate efficiently in different scenarios: employer-employee, seller-client, among others.

04/2020 to 12/2020

### **TED Talks - Online**

- Translated subtitles for TED Talk videos, in English and Spanish.
- Subtitling and editing with the online tool, Amara.

09/2019

### **The Cycle Effect - Eagle, CO**

- Translated job descriptions to fill positions with Spanish-speaking or bilingual candidates at the non-profit organization.
- Used translation memory software to verify the consistency of translations within documents and improve efficiency.

06/2019

### **Vail Resorts - Vail, CO**

- Worked with the Environmental Operations department to translate instruction manuals for recycling and best practices.
- Used research skills to translate proper technical terminology.

05/2015 to 10/2018

### **Comfort Inn Vail - Avon, CO**

- Translated best practices, instructions, and other communications for various departments.
- Applied cultural understanding to discern specific meanings beyond literal written words.

## **EDUCATION**

### **University of Costa Rica - San Jose, Costa Rica | English BA**

Emphasis in Spanish – English Translation

### **University of Massachusetts Boston - Boston, MA | Translator Certification**

English – Spanish Translation

### **Legal Translation Academy – Online Course | Traducción Jurídica Profesional**

Legal translation English – Spanish