

RACHEL FRANKEL

LinkedIn: <http://tiny.cc/RSFrankel>

ProZ: <http://tiny.cc/Frankel>

☎ +1 347-243-5599

✉ rachelfrankel1@yahoo.com

Time zone: GMT-5

ENGLISH-SPANISH TRANSLATOR UNIVERSITY DEGREE / CERTIFIED SOCIAL PSYCHOLOGIST

English-Spanish Translator with a **Certification as a Social Psychologist**. **University Degree in Computer Science** and extensive experience in translation and interpretation in the **Real Estate Industry**. Both bilingual and bicultural, having lived in Argentina and in the United States.

AREAS OF EXPERTISE:

Real Estate
Psychology
Special Needs

Academia/Education
Social Studies
Computer Science

History/Religion
Advertising
Outreach

PROFESSIONAL EXPERIENCE

A TO Z MANAGEMENT CORPORATION, NY

2016-2020

Bilingual Administrative Assistant

- Translated documents from English to Spanish (examples available upon request)
- Acted as interpreter between the company and tenants and clients
- Carried out business with tenants and vendors in English and Spanish
- Managed emails and reports in English/Spanish, coordinated timely business transactions

METROPOLITAN DEVELOPMENT CENTER, NY

2015-2016

Direct Support Worker

- Provided bilingual support services to developmentally disabled adults
- Provided bilingual assistance to children with emotional and behavioral difficulties
- Produced and Translated regular progress reports for every client

HASC CENTER, NY

2015-2016

Direct Support Worker

- Provided bilingual support services to developmentally disabled adults
- Aided disabled adults in developing socially and building positive relationships
- Produced and Translated regular progress reports for every client

EDUCATION

Instituto de Ciencias de la Informacion, Buenos Aires, Argentina

Certification in Social Psychology

Examples of Courses:

- Psychological Developmental Theories (Piaget, Freud, Erickson)
- Group interactions and roles
- Family and Social relationships
- Emotional Abuse
- Family and Society

Universidad Tecnologica Nacional, Buenos Aires, Argentina

Bachelor Degree in Computer Science

Examples of Courses:

- Programming languages
- Logistic, Software and Hardware Technology
- Databases
- Computer Industry

OTHER SKILLS

- Microsoft Office Package (Word, Excel, Outlook, PowerPoint)
- QuickBooks
- Legal procedures (emphasis on Landlord-Tenant law)
- Windows OS

Examples of translations available upon request