

MIRURGIA (MARY) RODRIGUEZ, MBA

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PROFESSIONAL SUMMARY

Accomplished business office professional, translator, and interpreter offering over 15 years of executive support, translation, office administration and management, customer care, and project/program support. Serve as an effective gatekeeper; manage busy calendars; prepare well-researched and accurate documents, and efficiently handle daily office responsibilities. Dedicated to continuous process improvement; drive efficiency, result-oriented and proactive in finding cost-effective solutions.

Rates vary depending on the assignment. I work closely with companies and individuals to meet their budget. Average: (\$0.04 - \$0.08 USD) per word; (\$20 - \$35 USD) per page.

SKILLS

- Native/Bilingual Proficient (Spanish/English)
- Communication
- Self-Starter
- Results-Oriented
- Organizational Abilities
- Multi-Tasking
- Process Improvement
- Customer Relations
- Technical Oversight
- Complex Problem-Solving
- Critical Thinking
- Time Management

SOFTWARE

Proficient user of MS Office and WordPerfect (Word, Excel, Outlook, PowerPoint, Publisher, and SharePoint) Adobe, Babylon Translator, Ginger Translator, Google Translator, PDF Converter Elite, Worldox, Juris, 1099JurisUtility, ADP, TValue5, Oracle Financials, PayPal, QuickBooks, and Peachtree

AFFILIATIONS

- Association of Legal Administrators (ALA), Member No. 162436;
- American Translators Association (ATA), Member No. 267130;
- Houston Interpreters & Translators Association (HITA); and
- Proz.com, Member <http://www.proz.com/translator/3010681>.

EDUCATION / LICENSES

Master of Business Administration, University of Phoenix, 2010
Bachelor of Science in Business Management, University of Phoenix, 2008
Advanced Spanish, Berlitz Language Evaluation, 2007
State of Texas Notary Public, Secretary of State, Notary No. 130262801

PROFESSIONAL EXPERIENCE

Freelance Spanish Translator & Interpreter, 07/2015 to Present
Navigator Trust, LLC – Houston, TX

- Interpret oral conversations between patients and hospital staff; explain patient complaints and concerns of family members to the physician; assist patients with completing required medical documents.
- Interpret oral conversations between clients and consulate staff; translate legal documents in target language; interpret oral conversations between immigrants and government staff; translate legal documents as needed.
- Convert concepts in the source language to equivalent concepts in the target language; compile information and technical terms into glossaries and terminology databases to be used in their oral renditions and translations.
- Speak, read, and write fluently in Spanish and English; relay the style and tone of the original language.
- Render spoken messages accurately, quickly, and clearly; apply cultural knowledge to render an accurate and meaningful interpretation or translation of the original message.

Office Manager / Executive Legal Assistant, 07/2015 to Present

Ridout & Dawson, PLLC and Ridout & Associates – Houston, TX

- Oversee the daily operations of the law firm, to include, human resources, accounts payable and receivables, and payroll; develop positive working relationships with clients and staff.
- Drafting, reviewing and filing documents on behalf of attorneys; maintain case calendar, to include all meetings, appointments, reminders and deadlines; provide administrative support such as e-filing, copying, scanning, faxing, and profiling; billable time entry and invoicing.
- Legal documents translation from Spanish to English and serve as an interpreter as needed.
- Utilize Juris to add a new company, enter new bank account (s), add new customers, add new vendors, create invoices, add employees, view reports and process accounts payable for boss's personal businesses
- Currently manage two different entities (firms) with two sets of books. Ridout & Dawson, PLLC and Ridout & Associates.

Senior Strategic Analyst for the Strategic Execution Office (SEO), 07/2014 to 06/2015

Wise Men Consultants / CenterPoint Energy – Houston, TX

- Maintained the SEO Principal's calendar - planned and scheduled meetings, teleconferences and travel; developed, established, communicated, and monitored measures for strategic technology operations initiatives.
- Worked regularly gathering data required for monitoring technology operations strategic initiatives; updated and maintained SharePoint site as directed to include all departmental documentation.
- Provided support to Strategic Initiative Owners to ensure Strategic Initiative progress and successful execution of deliverables; created and edited the monthly SEO newsletter.
- SEO Roundtable Discussion - preparation and compiled Strategic Progress reports for the leadership team; utilized company software applications effectively to complete job-related tasks and projects.

Academic Affairs Manager, 11/2006 to 06/2014

Financial/Payroll Administrator, 11/2003 to 11/2006

University of Phoenix – Houston, TX

- Managed daily office operations for staff of seven employees, six learning centers, and over 500 faculty; Reduced and controlled company expenses by monitoring and managing faculty payroll and contracts.
- Prepared Academic Affairs operating budgets, budget reports and other financial performance reports; drove the short-term and advanced academic planning processes.
- Maintained up-to-date account distribution information regarding faculty scheduling and payroll; scheduled ongoing performance reviews of all educational programs to ensure academic rigor and quality.
- Planned and conducted staff meetings & trainings with an emphasis on quality, time management, and processes; improved office efficiency by implementing color-coded filing system and introducing additional time-saving measures.
- Served as an interpreter for faculty and presenters at health and educational events, programs, and presentations.

Executive Assistant & Vendor Specialist, 08/2001 to 10/2003

Webeco Foods, Inc. and Cadur Trading Corp. – Miami, FL

- Managed daily office operations for staff of five employees; composed and drafted outgoing correspondence and reports for CEO and Leadership Team.
- Negotiated pricing with vendors regarding wholesale billing and marketing procedures; processed accounts receivable and staff commission payroll.
- Reduced overhead by taking on more responsibility with creative and administrative projects; supported CEO through personal document management, calendar organization and collateral meetings.
- Facilitated organized record retrieval and access by maintaining filing system for clients and vendors.
- Served as a Spanish interpreter and translator as needed.

ata American Translators Association
The Voice of Interpreters and Translators

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Alexandria, VA 22314
Tel +1-703-683-6100
Fax +1-703-683-6122
www.atanet.org

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This Certifies that

Mirurgia R. Rodriguez
ATA Member Number 267130
is an Associate Member in good standing
for the year 2020

225 Reinekers Lane, Suite 590, Alexandria, VA 22314
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Here is your new
ATA membership card



Houston Interpreters and Translators Association

presents this

Certificate of Attendance

to

Mirurgia Rodriguez

for the

HITA Professional Development Seminar

On June 28, 2017

“Ethics for Medical Interpreters” presented by Graciela Zozaya

Eta Trabing

President

Lauren Ames

Director of
Professional Development



CERTIFICATE OF ATTENDANCE

Awarded to

Mary Rodriguez

In recognition of attending the Vicarious Trauma: Healing from Within, at the Rothko Chapel.
For a total of 1 ATA CE points, 0.15 RID CEU's, 0.15 BEI CEU's, and 1.50 CCHI Hours.

Thursday, July 27th 2017

A handwritten signature in blue ink, appearing to read 'Ludmila Golovine', written over a horizontal line.

Ludmila Golovine
President & CEO, MasterWord