

# JAIME ALBERTO MARTÍNEZ ESPINOSA

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43 years old | Ciudad Juarez, Chihuahua |

## OBJECTIVE

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With 20 years of experience in public administration, I am a Mexican lawyer and translator seeking an organization where I can put my skills as a translator and lawyer to work for the benefit of both parties.

## SKILLS

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Effective oral and written communication skills in **Spanish** and **English**. Computer application knowledge in Memsources, PowerEcho, Windows, Microsoft Word, Excel, Microsoft Access, Microsoft PowerPoint, PeopleSoft. Extensive knowledge in Internet operations. Excellent teamwork and public relations skills.  
Typing speed 50-55 wpm (English), 60-65 (Spanish).

## RELEVANT WORK EXPERIENCE

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July 2021 up to this date **Freelance Translator/ Translator Checker/ Language Localization**  
*Stepes Certified Translator/ Ulatus / Transn (传神)/ Synergium*

- I am a translator for **Stepes**, a translation service platform in a variety of subject fields (government, politics, education, arts, banking, human resources). Over 855,000 words translated in over 1300 projects.
- Translator and translator checker for **Ulatus**, a translation services company. Over 138,000 words revised.
- Translator checker, revision, and localization of novels for **Transn (传神)**. Over 100,000 words translated.
- Translator for **Synergium**, a translation company based in Europe. Over 17,000 words translated.

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September 2003 to December 2007 **Attorney at Law and Translator**  
*LAW OFFICE of Attorney Víctor Manuel Reyes Gloria*

- I served as a **translator** (English to Spanish, Spanish to English) of legal documents (in civil and labor litigation, letters rogatory, and any other document required by clients).
- Consultant and reviewer of briefs and legal documents for the firm in administrative, civil, constitutional, and labor litigation

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May 2003 to May 2005 **Encargado de Proyecto**  
*DIRECCIÓN GENERAL DE PROMOCIÓN FINANCIERA Y FOMENTO ECONÓMICO MUNICIPAL (GENERAL MANAGEMENT OF MUNICIPAL FINANCIAL AND ECONOMIC PROMOTION)*

- I served as a Project leader, interpreter, and translator. I served as a liaison with American institutions with a new project of establishing a Small Business Development Center in Juarez, Chihuahua.

- Provide advisory, assistance, and third-party business links, with the collaboration of the SBA (Small Business Administration), in the format of the Small Business Development Centers in the USA.
- My daily activities consisted of establishing contact with entrepreneurs, businessmen, and staff from United States institutions such as the Chambers of Commerce, Small Business Development Centers, and business consultants. Due to the frequent reunions and meetings with foreign nationals, I had to serve as an interpreter.
- Offer legal business advisory to entrepreneurs and businessmen, throughout the Small Business Development Center. Provide assistance in business planning, lecture courses in business planning, and establishing a company.

## VOLUNTEER WORK

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September 2018 up to this date **Volunteer Translator**

*COURSERA*

- I am a volunteer translator at Coursera, the online learning platform.
- I work with Smartling, a computer-assisted translation system (CAT) and I translate diverse modules in different areas: administration, economics, finance, and legal.

**ACHIEVEMENTS:** I have translated more than 70,000 words from English to Spanish. I fully translated English to Spanish, all the modules from the COPYRIGHT LAW course offered by Penn University.

## ACADEMIC FORMATION

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2015 to 2017

MAESTRÍA EN DERECHO EMPRESARIAL (MASTER IN BUSINESS LAW)  
*Universidad Autónoma de Ciudad Juárez (UACJ)*

1998 to 2003

LICENCIATURA EN DERECHO (BACHELOR`S DEGREE IN LAW)  
*Universidad Autónoma de Ciudad Juárez (UACJ)*

1994 to 1998

J.M. HANKS HIGH SCHOOL  
*El Paso, Texas*

## PROFESSIONAL EDUCATION (COURSES, DIPLOMAS AND WORKSHOPS)

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2018	Curso General de Propiedad Intelectual (General Course on Intellectual Property) <i>Organización Mundial de la Propiedad Intelectual (OMPI)</i>
2018	Introducción al Tratado de Cooperación en Materia de Patentes (Introduction to the Patent Cooperation Treaty) <i>Organización Mundial de la Propiedad Intelectual (OMPI)</i>
2018	Principles of Economics <i>Stanford University</i>
2016	Curso Obligaciones Civiles (Civil Obligations Course) <i>Universidad Nacional Autónoma de México (UNAM)</i>
2016	Seminario I. Principios Básicos de Finanzas, (Seminar I. Basic Principles in Finance) <i>Instituto Mexicano del Seguro Social (IMSS)</i>
2016	Diplomado en Finanzas, (Finance Diploma Course) <i>CONDUSEF</i>
2012	Diplomado en Derecho Corporativo (Corporative Law Diploma Course) <i>Universidad Popular Autónoma del Estado de Puebla (UPAEP)</i>
2005	Curso-Taller para la Reglamentación Municipal y Normatividad Ambiental (County Regulations and Environment Normativity Workshop) <i>Centro de Estudios Jurídicos y Ambientales, A.C.</i>
2005	Executive Management Certificate <i>Small Business Management Institute, SBDC El Paso, Tx.</i>
2004	Strategic Planning <i>Small Business Management Institute, SBDC El Paso, Tx.</i>

## PUBLISHED RESEARCH

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Martínez Espinosa, Jaime Alberto. **Los Principios de Proporcionalidad y Equidad en los Derechos por Expedición de Licencias de Construcción.** LETRAS JURÍDICAS, Number 23, Fall, September 2016 - March de 2017. Universidad de Guadalajara (UdeG)  
ISSN: 1870-2155

Analysis of building permits issued in Juarez County, based on local regulations.

[English Version]

Dear recruiter:

Regarding the position advertised, I am including a resume for your consideration. I am submitting this letter as my formal application, which provides details about my background, education, and experience.

I'm a Mexican national who has worked with federal, state, and municipal authorities for over 20 years. My experience includes human resources, property regulations, procurement, and buying of goods and services.

My experience in translation is extensive since I have been doing them since 2003. Due to my knowledge of the English language, I was invited to work in the municipal government of Juarez, Chihuahua, Mexico. I served as a liaison for the General Department of Financial Promotion and Economic Development, the Small Business Development Center of El Paso, Texas, and the Chambers of Commerce in the United States. In addition to working as a translator there, I was asked to translate for the Law Office of Victor Manuel Reyes Gloria. My first assignment was to translate more than 600 pages of a civil case to summon a person in the United States for trial. My main function at the Law Office was the translation of legal documents for about four years.

My freelance translation services are currently available through Stepes, Ulatus, Trasns, and Synergium and I also volunteer to translate for Coursera, an online learning platform.

With over 20 years of experience working for the Mexican government and independently, I consider myself a flexible and dedicated individual. In addition, I am always eager to accept new challenges. It is my constant goal to learn from my colleagues and to improve my professional development by studying the subjects in which I work.

Thank you for your time and consideration.

Respectfully,

Jaime Alberto Martínez Espinosa  
Attorney at Law  
Master in Business Law



JAIME ALBERTO  
MARTÍNEZ ESPINOSA

Contact

E-MAIL:  
[J\\_alberto\\_17@yahoo.com](mailto:J_alberto_17@yahoo.com)

[Versión en español]

Estimado reclutador:

En respuesta a su anuncio del puesto, adjunto mi currículum para su revisión. Considere esta carta como mi solicitud formal, en la cual señalo mis antecedentes, educación y experiencia.

Soy un ciudadano mexicano con más de 20 años de experiencia en el trato con autoridades federales, estatales y municipales, en derecho administrativo y procesos que incluyen, recursos humanos, regulación de la propiedad, contrataciones, compras y pago de bienes y servicios.

Cuento con amplia experiencia en traducciones, ya que las realizo desde el año 2003. Fui invitado a trabajar para el gobierno municipal de Juárez, Chihuahua, México, debido a mi conocimiento del idioma inglés, para desempeñarme como enlace de la Dirección General de Promoción Financiera y Fomento Económico con el Centro de Desarrollo de la Pequeña Empresa (SBDC) en El Paso, Texas y primer contacto de las cámaras de comercio en los Estados Unidos. Mientras me desempeñaba en ese puesto, fui invitado a trabajar para el Despacho Jurídico del abogado Víctor Manuel Reyes Gloria, en el que mi primera asignación fue la de traducir un expediente de un caso civil, de más de 600 páginas, para emplazar a juicio a una persona ubicada en los Estados Unidos. Permanecí en el despacho jurídico por alrededor de 4 años, realizando, en la mayoría de las ocasiones, traducciones de documentos legales.

Actualmente, ofrezco mis servicios independientes de traducción a través de Stepes, Ulatus, Trasns y Synergium, de igual forma, ofrezco mi servicio voluntario de traducciones para Coursera, la plataforma de educación en línea.

Con más de 20 años trabajando para el gobierno mexicano y de forma independiente, me considero un empleado versátil y comprometido, sin miedo a asumir nuevos retos y buscando constantemente aprender de mis colegas, acompañando mi desarrollo profesional con estudios en las áreas en las que me desempeño.

Agradezco su tiempo y su consideración.

Respetuosamente,

Jaime Alberto Martínez Espinosa  
Licenciado en Derecho  
Maestro en Derecho Empresarial

## TOEFL ITP Score Report

[Boleta de resultados del TOEFL ITP]

### TOEFL ITP Score Report

Name of Institution: UNIV AUT DE CIUDAD JUAREZ

Name: MARTINEZ JAIME ALBERT

Student Number: 71204

DOB: 06/17/1980

Sex: M Degree:

Times Taken TOEFL: None

Native Country: Mexico

Native Language: Spanish

Scaled Scores:

Listening Comprehension: 61

Test Date: 04/02/2014

Structure & Written Expression: 58

Form: TOEFL ITP

Reading Comprehension: 62

Total Score: 603



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The TOEFL® ITP Assessment Series is designed to be used for placement, progress monitoring, and exit purposes. TOEFL® ITP scores can also be used for admissions to programs and institutions where English is not the dominant language of instruction for content courses. Learn more at [www.ets.org/toefl\\_itp/use](http://www.ets.org/toefl_itp/use).

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## GTC Certificate

[Certificado de la Comunidad de Traductores Mundiales – GTC por sus siglas en inglés]



Translation work sample (Spanish to English)

[Muestra de trabajo de traducción]

-----[BEGIN TRANSLATION]-----

[SEAL]

[Seal that reads]  
LOCAL BOARD OF CONCILIATION AND ARBITRATION  
RECEIVED  
MAY 21 2009  
CD. JUAREZ, CHI.

Ministry of Government

CHIHUAHUA

Department of Labor and Social Development

STATE GOVERNMENT

AUXILIARY DEPARTMENT OF LABOR DEFENSE

H. LOCAL BOARD OF CONCILIATION AND ARBITRATION.  
P R E S E N T.

IRIS ADRIANA CORRAL RAMOS AND/OR HUGO GAMBOA AMORES, AUXILIARY ATTORNEYS OF LABOR DEFENSE, pointing out as a domicile to hear and receive all types of notifications and proceedings, located at Ave. Lopez Mateos No. 2050, Local-A 6, 7, 8 and 9 Centro Comercial el Paseo Col. Jardines de San José, of this City, before you we appear to expose.

That we are legal representatives of the employee (s) OMAR ARMANDO ALVARADO MUÑOZ, as we demonstrate with the power of attorney granted in our favor, and that we attach to this initial lawsuit brief, requesting to recognize our legal representation in terms of the articles 692 and 693, of the Federal Labor Law.

That in behalf of the employee (s) we appear to formally sue the business identified as MODULO DISTRIBUIDOR AUTORIZADO NEXTEL, AND/ OR LETICIA CALANCHE MONTENEGRO, AND/OR ROGELIO OMAR MUÑOZ MAGALLANES, AND/OR WHOMEVER RESULTS RESPONSIBLE OF THE SOURCE OF LABOR, which can be notified at the domicile located at Calle Delta No. 2731 Col Chaveña in this City, for the payment of the following privileges:

PRIVILEGES.

(a)- We demand the payment of ninety days of salary, for the sum of **\$10,927.80** in accordance of a daily salary of **\$121.42 pesos**, for the concept of **CONSTITUTIONAL COMPENSATION**, as stated by the article 48 of the Federal Labor Law.

(b)- We demand the payment for the sum of **\$2,192.00 pesos**, for the concept of **ANTIQUITY BONUS**, as stated by the article 162 of the Federal Labor Law.

[Hand writing that reads]  
Attached: Power of Attorney and 3 Copies

[Seal that reads]  
Year of Labor Safety

"Year 2009, Tercentenary of the Foundation of Chihuahua"  
"State of Chihuahua, Birth of Mexican Revolution"  
"2009, Year of Labor Safety"

[SEAL]  
CHIHUAHUA  
STATE GOVERNMENT

MINISTRY OF GOVERNMENT  
Department of Labor and Social Development

JUDICIAL DECREE  
LOCAL BOARD OF CONCILIATION AND ARBITRATION

FILE NUMBER: 1/09/2117

RECEPTION

LOCAL BOARD OF CONCILIATION AND ARBITRATION, IN THE CITY  
OF Cd. Juarez Chih. , MONTH MAY DAY 21 OF THE YEAR 2009.

RECORDED

- - - AS RECEIVED THE LAWSUIT BRIEF, DOCUMENTS AND COPIES ATTACHED, ON MONTH May OF THE DAY 21  
OF THE YEAR 2009

- - - INTEGRATE A DOSSIER, REGISTER AND NOTIFY THE PARTIES THAT THIS BOARD HAS KNOWLEDGE OF THIS LABOR  
LAWSUIT ACTION, PROMOTED BY:

OMAR ARMANDO ALVARADO MUÑOZ.

**AGAINST THE EMPLOYER:**

MÓDULO DISTRIBUIDOR AUTORIZADO NEXTEL, AND/ OR LETICIA CALANCHE MONTENEGRO, AND/OR  
ROGELIO OMAR MUÑOZ MAGALLANES

**SUMMON ALL OF THE PARTIES, TO BE ACCOMPANIED BY THEIR LEGAL REPRESENTATIVES THE DAY OF  
THE AUDIENCE AND TO VALIDATE THEIR RIGHTS AT THE CONCILIATION AUDIENCE, LAWSUIT,  
EXCEPTIONS, OFFERING AND ADMISSION OF EVIDENCES.**

**THE AUDIENCE WILL BE HELD ON SEPTEMBER 9 OF 2009 AT 12:10 HOURS AT THE PREMISES OF THIS COURT  
LOCATED ON**

Av. Lopez Mateos # 2050 Local A-6, 7, 8 and 9, Centro Comercial El Paseo, Col. Jardines de San Jose C.P. 32380.

WE INFORM THAT THE SAME DAY THE FIRST THREE STAGES OF THE TRIAL WILL BE VENTILATED, SUMMON  
THE PARTIES THAT IF THEY DO NOT APPEAR AT THIS AUDIENCE AND SUBSEQUENT STAGES, THE  
FOLLOWING CONSEQUENCES WILL BE GENERATED:

STAGES	PLAINTIFF	DEFENDANT
I. Conciliation	Against all conciliatory settlement	Against all conciliatory settlement
II. Action and Exception	As reproduced the suit	Corroborating the suit in affirmative way, except contrary evidence
III. Offering and Admission of Evidence	Lost the right to offer evidence	Lost the right to offer evidence

- - - IT IS MANDATORY, FOR ALL PARTIES AND THEIR LEGAL REPRESENTATIVES, TO BE ON TIME AT THE  
AUDIENCE WITH THEIR POWER OF ATTORNEYS THAT ACCREDIT THEIR REPRESENTATION, SINCE IT WILL  
TAKE PLACE AT THE TIME AND DATE INDICATED, EVEN IF IT DOES NOT TAKE PLACE, WHICH MAY RESULT  
IN THE LOST OF THE TRIAL.

WE WARN THE PARTIES TO DESIGNATE DOMICILE AT THE PLACE OF RESIDENCY OF THIS BOARD TO  
RECEIVE NOTIFICATIONS, SUMMON THAT IF NOT PROVIDED THE PERSONAL NOTIFICATIONS WILL BE MADE  
BY LAW-COURTS LISTS, ACCORDING TO THE STATEMENT OF THE ARTICLE 739 OF FEDERAL LABOR LAW.  
CONSIDER THE ATTORNEYS IRIS ADRIANA CORRAL RAMOS AND/OR HUGO GAMBOA AMORES PROC.

AS LEGAL REPRESENTATIVES OF THE PLAINTIFF (EMPLOYEE (S)), BASED IN THE ARTICLES 692 AND THOSE  
RELATED THAT APPLY OF THE FEDERAL LABOR LAW.

THIS AGREEMENT IS BASED IN THE ARTICLES 871, 873, 875, 876, 879 AND THOSE RELATED THAT APPLY OF  
THE FEDERAL LABOR LAW.

THUS AGREED BY THE MEMBERS OF THE BOARD, BEFORE THE SECRETARY OF AGREEMENTS WITH  
WHOM THEY ACT AND CERTIFIES.

[Illegible Signature]

PRESIDENT OF THE BOARD ONE

[Illegible Signature]

Employee Representative

[Illegible Signature]

Employer Representative

[Illegible Signature]

Secretary of Agreements

autorad2.fx



[Seal]  
CHIHUAHUA  
State Government

Department of Labor and Social Development  
Local Board of Conciliation and Arbitration  
Special Board Number One

File:  
1/09/2117  
Subject:  
Agreement

--- In Ciudad Juarez, Chihuahua, on April 12 of 2011.-----

--- **IN VIEW** of the brief received at the filing office of this Court by day 11 of the month and year that we go by, with promotion number 05977-11 and 05978-11 signed by the C. LIC. OMAR ALVARADO MUÑOZ, in his character of plaintiff, within the documents of the file indicated above, integrated with his claiming made against MODULO DE DISTRIBUIDOR AUTORIZADO NEXTEL AND/ OTHERS, through which he requests that due to the fact that de defendant party resides in the United States of America, requests to issue a letter rogatory to the Mexican Consulate with domicile in the neighbor city of El Paso Texas, to demand the defendant party the payment at the domicile located in PIEDRAS AND PAISANO STREET LOCAL 2119, at the retail and mobile phone repair business named Cricket, such claim must be made according with the readjustment of the privileges that they were condemn in the arbitration award of this trial, in addition they request to readjust the amount of the arbitration award in order to proceed to the execution, furthermore they request certified copies of the arbitration award issued in this trial, as well as other acts in order to integrate the letter rogatory, in terms of the brief, in consequence.-----

--- **THE BOARD DETERMINES.**- As received the aforementioned brief, and integrate the documents in the file, to produce the legal effects that proceed, and in view of the content readjust the credit in favor of the employee up to the amount of \$104,254.16 pesos, sum that adds up to the amount of privileges condemn to pay by the defendants MODULO DE DISTRIBUIDOR AUTORIZADO NEXTEL AND/OR LETICIA CALANCE MONTENEGRO AND/OR ROGELIO OMAR MUÑOZ MAGALLANES up to this date, forewarn the plaintiff to exhibit a translation to the foreign language (English) of the promotions of this trial consistent of the initial lawsuit brief, Judicial Decree of May 21 of 2009, arbitration award dated march 10 of 2010, seizure and payment requirement edict, in addition of this edict and once done, this court will resolve in basis with the law.-----

--- NOTIFY the plaintiff in person through his legal representative C. LIC. ESTEBAN HERNANDEZ AND /OR DIVERSE ATTORNEYS at the domicile in which the Auxiliary Attorneys of Labor Defense office resides, located at AVE. ADOLFO LOPEZ MATEOS NO. 2050- LOCALS A-6, 7, 8 AND 9 OF THE CENTRO COMERCIAL EL PASEO, COL. JARDINES DE SAN JOSE, OF THIS CITY, notify with a copy of this arbitration award.-----

--- Thus agreed and signed by the CC. Members of the Special Board Number One before the C. Secretary of Agreements with whom he acts.-----

[Illegible Signature]

PRESIDENT OF THE SPECIAL BOARD NUMBER ONE

[Illegible Signature]

EMPLOYEE REPRESENTATIVE

[SEAL]

SPECIAL BOARD NUMBER ONE  
OF THE LOCAL OF CONCILIATION AND  
ARBITRATION IN CD. JUAREZ, CHIH.

[Illegible Signature]

EMPLOYER REPRESENTATIVE

[Illegible Signature]

GENERAL SECRETARY

ILRA\*\*\*  
ACTUARY/N.P.

**"2011, Bicentenary of the sacrifice made by Don Miguel Hidalgo y Costilla, Father of the Nation"**

[Stamp]  
Published in the on day 12  
of the month of April of 2011, under  
number 39 For the record I certify.  
The Secretary of Agreements [Illegible Signature]

----- (END TRANSLATION) -----


I, Jaime Alberto Martinez Espinosa, hereby certify that the foregoing translation from Spanish to English, done by me on this 27<sup>th</sup> day of May, 2011, is a true and accurate version of the certified copy to which it corresponds, OMAR ARMANDO ALVARADO MUÑOZ resolution.

  
Jaime Alberto Martinez Espinosa  
Attorney at law  
Federal Registry: 4522977  
State Registration: 056150-S-III

# Translation management systems used

Steps

Translator Dashboard Try New Version! Beta



**Jaime Martinez**  
English (EN) > Spanish, Latin American (XL)  
Ciudad Juarez, Mexico, Mexico  
Member since Jul 31, 2021  
Average Reponse Time: 1 Hour

5 (30 Votes) ★★★★★

1323 Translated Projects

Profile Projects Responsiveness Certifications

Projects	Ratings	Responsiveness
Projects In Process: 0	Average Rating: 5	Average Reponse Time (min): 89.62
Total Projects Translated: 1323	★★★★★	Fastest Reponse Time (min): 0.02

**WPM Certificates**  
[Certificados de PPM]

*Certificado de realización*



Este certificado es otorgado a  
**Alberto Martinez**

Por la realización de la prueba de tecleo de  
**Prueba de tecleo de 1 minuto**

con una velocidad de tecleo de **65 PPM** y una precisión del **98%**

En  
**mayo 14, 2022**

Verifica el puntaje en:  
<https://www.typing.com/student/verify#202291099-132709541>

*Certificado de realización*



Este certificado es otorgado a  
**Alberto Martinez**

Por la realización de la prueba de tecleo de  
**Prueba de tecleo de 5 minutos**

con una velocidad de tecleo de **65 PPM** y una precisión del **98%**

En  
**mayo 14, 2022**

Verifica el puntaje en:  
<https://www.typing.com/student/verify#202291376-132709541>