

LAURA COYT ZAVALA

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EDUCATION

University of the Pacific – Stockton, CA

B.A. English with a minor in U.S. Latino Studies (Expected: May, 2014)

GPA: 3.91

MAJOR GPA: 3.91

LANGUAGE SKILLS

Bilingual: Spanish/English

EMPLOYMENT

Translation Project Manager (March 2020 - Present)

Global Wordsmiths

- Translation Project Management using a TMS platform and CAT tools
- Oversee Translator recruitment, engagement and management
- Produce quotes, execute projects and meet deadlines
- Represent company at occasional in-person events
- Translate written and verbal communications between English and Spanish when needed

Academic Coordinator (August 2016 - February 2020)

La Escuelita Arcoiris

- Evaluate educator performance in the classroom and coordinate professional and personal development
- Develop and enhance our community outreach plan aimed at increasing diversity in staff, clientele, and community partnerships
- Review resumes of potential educators, select ideal candidates, and conduct phone and in-person interviews
- Make educators' schedules and arrange coverage for requested personal time off

Interpreter / Translator (July 2017 - February 2020)

Global Wordsmiths

- Translated written and verbal communications between English and Spanish participants
- Provided proofreading and copyediting of translation work as required
- Served as on-call interpreter for events and meetings as required

- Attended Localization professional development training programs and courses

Member (August 2016 - June 2017)

Public Allies

- Facilitated and prepared materials for team meetings with partner organizations and community stakeholders and drafted Memorandums of Agreement and Memorandums of Understanding
- Received over 200 hours of training in community engagement, civic leadership, diversity, inclusion, collaboration, inclusive spaces, and constructive engagement
- Logged over 500 hours of service and engagement with numerous non- profit organizations in the Greater Pittsburgh Area

Latino Community Outreach Recruiter (January 2013 to May 2014)

University of the Pacific

- Plan recruiting events
- Accompany coordinator to various educational institutions to recruit
- Meet with University of the Pacific Officials to discuss the goals of the program

Executive Legal Assistant (September 2010 to November 2012) *Law Office of Erica M. Bansmer – Stockton, CA*

- Drafted letters, declarations, affidavits and necessary correspondence to opposing parties
- Reviewed and edit letters drafted by the attorney other staff members before they are sent to the court and/or opposing parties
- Translated any documents and/or letters for Spanish-only clients
- Accompanied attorney to court hearings to translate for Spanish-only clients
- Prepared and file all documents with the court

PRESENTATIONS

“Sweet Little Lies: A Look at the Bracero Program in U.S. Labor History and its Remnants.” Pacific Undergraduate Research & Creativity Conference, University of the Pacific, April 26, 2014.

“Sweet Little Lies: A Look at the Bracero Program in U.S. Labor History and its Remnants.” National Conference of Undergraduate Research, University of Kentucky, April 5, 2014.

“Losing Our Religion: Christianity as a Justification in Antebellum America.” American Studies Conference: *Perspectives, Power, and America’s Gaze*, University of the Pacific, October 9, 2013.

“Losing Our Religion: Christianity as a Justification in Antebellum America.” Pacific Undergraduate Research & Creativity Conference, University of the Pacific, April 20, 2014.

AWARDS & HONORS

University of the Pacific Distinguished Latino/a Student of the Year, May 2014.

Phi Beta Kappa Honor Society, (Expected) May 2014.

Sigma Tau Delta International English Honor Society, (Expected) May 2014.

Phi Kappa Phi National Honor Society, April 2014.

Alpha Sigma Lambda National Honor Society, March 2014.

Hispanic College Quiz Winner, \$3,000, Hispanic Association of Colleges and Universities, August 2013.

Gladys L. Benerd Scholarship \$5,000, University of the Pacific, Summer 2013.

Clifford J. Hand Scholarship, \$5,000, University of the Pacific, Summer 2013.

ORGANIZATIONS & EXTRACURRICULAR ACTIVITIES

MEChA de Pacific President, University of the Pacific, March 2013 – May 2014.

Pacific LULAC Vice President, University of the Pacific, September 2013 – April 2014.

Gamma Alpha Omega Sorority, Inc. Social Chair, University of the Pacific
November 2013 – June 2014.

Embajadores de Pacific Member, University of the Pacific, January 2013 – May 2014.

Pacific Migrant Student Tutor & Mentor, University of the Pacific, January 2013
– May 2014.

REFERENCES

Mary Jayne McCullough. Global Wordsmiths Chief Executive Officer
(Pittsburgh, PA) (412) 475-9221 mjm@globalwordsmiths.com

Megan Rooney. La Escuelita Arcoiris Director of Education
(Pittsburgh, PA) (412) 448-7362

Ines Ruiz-Huston. El Concilio Vice President, Special Programs & Civic Engagement
(Stockton, CA). (209) 644-2623. iruiz@elconcilio.org