

Omar Leon

/English Transcriber-Spanish Translator

English C1-C2

Spanish C1-C2

● 2011-2014

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Education

Courses, and Specialization in Special Needs Education.

Del Valle University

Georgia Institute of Technology

(online course) English Composition

I, II Course *Duke University (course received).*

● 2017

Chemical Biology ● *Galileo University*

2017

Grammar and Punctuation Course

● 2017

Write Professional Emails in English Course

University of California, Irvine (course received)

● 2017

Biohacking your Brains Health Course

Emory University (online course)

●

2022

French A1

●

Arabic A1

2023

Sworn Translator Certification (undergoing)

Transcription, and Translation Experience

2017-2020

- Proficient in Spanish translations.
- Skilled in transcribing English audio recordings.
- Specialized in American English transcriptions for US clients.
- Experienced in transcribing English audio recordings of non-native speakers, with a focus on hard accents, and extensive knowledge of American culture, and regionalisms.
- Skilled in transcribing audio recordings with foreign accents.
- Experienced in providing transcription services in legal, medical, court, tax-related, and prison terminology.
- Capable of performing Spanish audio subtitling/close captioning and translation with C2 Neutral American English.
- Worked remotely as a Project Manager for a company based in the US.
- Worked remotely as a Quality Control for a company based in the US.
- Worked remotely as an Assistant for a network based in the US.

2020-2022

- Extensive experience providing legal and translation and transcription services for enterprises.
- Worked as a third-party vendor providing video transcriptions and translations.
- Skilled in transcribing audiobooks and certificates for freelance groups.
- Provided live interpretation services for non-profit organizations in Guatemala on a volunteer basis.
- Currently a volunteer as a local Guatemala climate leader for the AI-Gore organization, providing interpretation services.
- Currently serving as the Director of Langualytics, a personal project in the process of being registered as a local digital platform.
- Accomplished transcriber handling high-impact projects with an extreme degree of accuracy.
- Skilled Spanish translator and vendor.
- Undertaking a transcription certification both for the digital platform, and myself.
- Undergoing a local Sworn Translation Certification.
- Upskilled in legal transcriptions.
- Project Manager (Assistant) of a translation agency in the US, in charge of delivering workloads, coordinating a group of 25 translators from all over the world, client conversations, meetings, leadership.
- Selected as the assigned transcriber for a high-impact project (federal) for a third party client.

Skills Summary

- As a seasoned professional with years of experience, you can count on my expertise in providing high quality translation and transcription services. My exceptional skills in project management, transcriptions and translations make me a valuable asset for clients in need of reliable and accurate results.
- When it comes to transcribing a wide range of materials, including audios, recordings, phone calls, audio books, whether business, legal, or civil. I have an eye for detail and a commitment to accuracy that sets me apart from others. You can trust me to deliver high-quality results that meet your expectations.
- My passion for helping others shines through in my volunteer work providing live interpretation services for non-profit organizations in Guatemala. I am a true leader in my field, having served as a local climate leader for the AI-Gore organization.
- With a track record of delivering high-impact projects with an extreme degree of accuracy, I am a confident and trusted partner for clients who demand the best. As an accomplished professional, I bring a wealth of expertise to the table.
- Additionally, as a skilled digital nomad, I am able to provide you with the ability to effectively communicate and connect with several language-speaking audiences. You can rely on my language skills to help you succeed in your endeavors.
- *In short, I promise, my expertise, passion, and drive could make me an invaluable asset to your team, and I am confident that I have the skills and experience to help you achieve your goals. Don't miss this opportunity to work with a true professional.*