

KELLI A. DIAZ

Translator, Educator, Editor & Resume Writer
English <> Spanish

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PROFESSIONAL SUMMARY

Educator/Human Resource Management (HRM) Professional and military Veteran, bilingual in English and Spanish, offering over 27 years of proven experience in business professions. Recipient of multiple awards for outstanding performance and professionalism. I am committed to providing high-quality and professional subtitles, edits, writings, and translations. My work background in teaching English grammar and numerous immersive studies in Spanish is driven by a desire to open communication lines for others to be successful. Possesses a 76-wpm typing speed.

TRANSLATION EXPERIENCE

- Translator, Sole Proprietor** July 2023
PRIVATE CLIENT; CA
- Translated a children's book from English into Spanish, offering a reading opportunity for native Hispanic speakers.
- Translator, Sole Proprietor** Feb 2023
PRIVATE CLIENT; CA
- Provided English transcription for subtitles on College Corporation Recruiting Video.
- Translator, Sole Proprietor** Aug 2022
CALIFORNIA ASSOCIATION OF REALTORS; CA
- Converted rental applications from English to Spanish to widen prospective clients in securing affordable housing.
- Translator & Interpreter, Sole Proprietor** Mar 2019-Aug 2021
JOSTENS; CA
- Delivered high-quality newsletters on graduation information and sales for caps and gowns to three different High School students and their Spanish-speaking parents. Interpreted for Spanish-speaking students/parents interested in purchasing caps, gowns, and memorabilia for High School graduations.

CERTIFICATIONS

Professional Management Certification, Community College of the Air Force, Gunter-Maxwell AFB, AL 2011
Occupational Instructor Certification, Community College of the Air Force, Gunter-Maxwell AFB, AL 2005

EDUCATION

Spanish/English Translation Certificate Program, University of California San Diego Extension, CA Graduate, 2024
Ed2Go Spanish Learning Law Enforcement, Allan Hancock College, Santa Maria, CA 2022
Associate of Arts in Spanish, University of Maryland Global College, Adelphi, MD 2021
Full-Time Student Spanish Language Studies, Universidad Nebrija, Madrid, Spain, C2-Level Graduate 2019
Master of Arts, Human Relations, University of Oklahoma, Norman, OK 2010
Bachelor of Science, Human Resource Management, University of Maryland University College, Adelphi, MD 2006
Associate of Arts, Military Science and Tech, Community College of the Air Force, Gunter-Maxwell AFB, AL 2004
Associate of Arts, Human Resource Mgmt, Community College of the Air Force, Gunter-Maxwell AFB, AL 2002

VOLUNTEERISM

Ted Talks, Inc., writes subtitles in English and Spanish 2023 – present
Neuroboxing Santa Maria, Interpreter for Spanish Clients 2018 – present

TECHNICAL SKILLS

Software: Zoom, Smartsheet, Adobe Acrobat Pro, iMac, Microsoft Teams, Microsoft Word, Microsoft Excel, Microsoft Outlook, Microsoft PowerPoint, and Wordfast.