

Jonathan S. Dolan Freelance Translator

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Rate: \$0.04 per word

Personal Statement:

As a native English speaker from the United Kingdom with over 20 years in Mexico working as a translator, editor, and language instructor, I have considerable experience in translating academic articles for publication in the areas of marketing and finance, as well as in the translation of legal documents, principally for immigration purposes, such as birth certificates, college diplomas and apostilles.

Education:

Institution	Certification	Date
International House, Barcelona	Diploma in Translation	January 2011
Instituto Cervantes, Madrid	DELE Spanish Diploma C2	August 2009
International House, London	Cambridge CELTA	December 2001
London Metropolitan University	B.A. Combined Studies (International Marketing & Foreign Languages)	June 2000

Employment:

Institution	Position	Dates of Employment
Alba Translations	Freelance Translator	September 2007 - present
<p>Duties Translation projects from Spanish to English including:</p> <ul style="list-style-type: none"> • Academic articles for publication (Mathematics, Business, Marketing, Finance, Engineering). • The university website and monthly scientific journal. • Diplomas, Apostilles, Birth Certificates and Marriage Certificates for immigration purposes. 		
Universidad Tecnológica de la Mixteca Huajuapán de León, Oaxaca, MEXICO	Research professor	April 2002 – present
<p>Duties: Teach all levels from beginners to intermediate. Create exams for each level. Coordinate other teachers. Recruit new instructors for the English, Mandarin, and German programmes.</p>		
Universidad Tecnológica de la Mixteca Huajuapán de León, Oaxaca, MEXICO	Director of Foreign Languages	March 2018 – June 2023 September 2007 – July 2010
<p>Duties: Coordinating and supervising 17 teachers, 4 support staff and 2,000 students, in the administration of three 7 level language programmes (English, Mandarin, and German). Moreover, coordinating the translation and editing services the Foreign Languages department offers to the university.</p>		
Global English	ESOL Instructor	February 2002 – April 2002

San Juan del Rio, Queretaro, MEXICO		
Duties: Teach all levels from beginners to advanced. Create exams for each level. Keep accurate student reports.		

Other Employment:

Institution	Position	Date
British Airways London Heathrow Airport, UK	Air Cabin Crew	June 2000 – August 2003

References:

Available upon request