



Christina M. Rodriguez

Localization Professional

Translator – Transcriber - Interpreter

English - Spanish / Spanish - English / French – Spanish / French - English

To whom it may concern:

Enclosed please find copy of my Curriculum Vitae for your review. I am currently seeking to secure a full-time position with an organization that will allow me to offer my experience and at the same time enable me to continue growing and learning within my field.

The enclosed résumé reflects a dynamic achiever eager to put knowledge and expertise to work in a fast-paced and challenging environment where performance affects the bottom line. I am enthusiastic and enjoy working with others. I am goal oriented, excellent multi-tasker and extremely detail oriented. My skills and performance does not diminish or get affected when working under pressure and I have a continuous desire to learn and grow.

Additionally, the following personal characteristics would benefit any employer:

- Strong belief in company loyalty and professional integrity that supports a superior work ethic
- Logical thinking and ability to determine overall picture, aid in making decisions and solving problems.
- Strong leadership abilities, positive attitude to effectively delegate and monitor employees and tasks to increase efficiency.
- Follow-up and follow-through to ensure positive results.
- Readiness to accept change and embrace new ideas illustrates flexibility.
- Friendly, personable, yet professional demeanor enhances peer, employee, and customer relations.

My success is due, in part, to my ability to communicate with others. It has enabled me to harness the potential of all levels and at the same time has motivated me to achieve superior results. Please consider this letter as an introduction to my formal application presenting my background, education and experience.

A letter and resume can tell you only so much about my motivation and qualification. I welcome the opportunity to discuss my background with you in person. Please feel free to contact me so that we can make the necessary arrangements for an interview at a mutually convenient time.

Thank you for your time and consideration.

Sincerely,



Christina M Rodríguez

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Summary

- Over sixteen years of experience as a Localization Professional, Translator, Interpreter and Transcriber.
- Nineteen plus years experience in project management, resource planning, quality management and on-time accurate deliverables of large complex projects.
- More than eleven years translating IT and Telecommunications material (manuals, contracts, company material, brochures, technical guides, etc.).
- Over ten years of experience in Human Resources, Corporate Communications and Marketing.

Education

M.A., SOCIAL COMMUNICATION SCIENCES UBA – Filosofia y Letras Buenos Aires, Argentina.	01/1989
COMMUNICATIONS / PUBLIC RELATIONS FIU– Florida International University Miami, Florida.	01/1992
BA INTERNATIONAL RELATIONS AA INTERPRETATION / TRASLITERATION FIU– Florida International University Miami, Florida.	01/1996
MARKETING Instituto Universitario – Escuela Argentina de Negocios Buenos Aires, Argentina.	11/2003
ACCOUNTING I & II BOOKKEEPING I & II MDC – School of Community Education Center for Business & Industry Miami, Florida.	05/2005

Experience

CISCO Systems – Global Translation Services (GTS)

Localization Specialist - Project Manager

2007 – 2008

Provided localization project management for all Cisco departments around the globe, including:

- ✓ Vendor selection and management, scheduling, RFP development, (local vendors and multi-language vendors).
- ✓ Development and coordination of glossaries, style guides, preferential instances.
- ✓ Translation memory asset management.
- ✓ QA process, validation and linguistic management.

Delivered localization expertise to cross-functional teams of Engineers, Product Managers, Content Authors and Marketing Managers

Maintained and continually improved best-of-class localization procedures and tools, with dedication to meeting deadlines and producing results

TBBC, LLC (Owner)

Business and Marketing Consultant

2002 – 2007

- ✓ Business Plan Development Expert for the private sector as well as for Non-Profit Organizations
- ✓ Marketing Plan Development Expert for the private sector as well as for Non-Profit Organizations.
- ✓ Professional Transcriber: TV, Radio, Seminars, Lectures, training material and interviews for writers for editorial purposes.
- ✓ Sales literature, brochures, press and radio advertisements, press releases, newsletters, direct mail, speeches and video scripts.

Localization Specialist

Professional Translator - Transcriber - Interpreter (Self-employed)

1991 – Present

- ✓ Translations of IT – Technology Manuals for AMPLIA SOLUCIONES S.L., Spain
- ✓ Translations of IT – Technology Manuals for Movistar, Spain
- ✓ Translations of IT – Technology Manuals for Rational Software, US.
- ✓ Translations of IT – Telecommunication and SW manuals for CTI, NEXTEL, Unifon, Movistar.
- ✓ Translations of financial, legal and technical documents for John Deer, U.S.
- ✓ Translations for MTV Latin America, US.
- ✓ Transcription and Translation of TV commercials for V Do Translations, US.
- ✓ Transcription – on-going for SBTv Small Business Television, US.
- ✓ Transcription and Translation of News and Interviews for National Radio Project, US.
- ✓ Translation Services – On-going projects (books) for Pennwell Publishing.
- ✓ Translation Services – On-going projects (books) for Elsevier Publishing Co.
- ✓ Translation Services – On-going projects (books) for W.W. Norton & Company.

- ✓ Translation Services – On-going projects (books) for Editorial Paidós SAICF, Bs As, Argentina.
- ✓ Translation Services – On-going projects (books) for Editorial Atlántida, Bs As, Argentina.
- ✓ Translation of all marketing material, website, contracts for Rossatto Co.
- ✓ Translation of an insurance policies
- ✓ Translation of several legal documents (divorce, deeds, demands for divorce) US.
- ✓ Translation of Children's Bible Curriculum for Gospel Light Worldwide, US
- ✓ Transcription and Translation of Video and Songs for VBS - Mission: linGO, Atlanta, GA, US.
- ✓ Translations of technical docs. (English-Spanish/Spanish-French) MIDAS, Spain and Canada.
- ✓ Translations of several WebPages (Spanish to English; English to Spanish; French to Spanish).
- ✓ Translations of Tourism and Travel related material, US / Spain / Argentina.
- ✓ Transcription and translation of Media material for Crest, Scope, Telemundo.
- ✓ Translations related to Real Estate, insurance, advertising, economy and finances.
- ✓ Transcription and translation of U.S.
- ✓ Translations related to patents, copyright and contracts for several entities.
- ✓ Translations related to economics and finance for several accountants in Florida.
- ✓ Private English teacher for students between 10 and 20 years old, Florida, US.
- ✓ Freelance translation related to tourism, companies in US and Spain.
- ✓ Translation (monthly newsletter) for different Cosmetologists, Cosmetic Surgeons, Miami, FL.
- ✓ Transcriptions/Translations for doctors at Jackson Memorial Hospital, Miami, FL.
- ✓ Simultaneous Translation / Interpreter as a Patient Advocate (Cancer Patients) Miami, FL.
- ✓ Transcriptions/Translations Medical for the American Cancer Association, Miami, FL.
- ✓ Transcriptions/Translations Medical for Jewish Family Services, Miami, FL.
- ✓ Freelance Interpreter for Medical Patients (Oncology, Dermatology, Cosmetic Surgery, Sports Medicine, General Surgery)
- ✓ Freelance Interpreter for several Congresses, Seminars, Business Presentation, Legal Meetings.
- ✓ Freelance Interpreter for IT Related Business, Projects and Meetings.
- ✓ Freelance Personal Escort Interpreter (contracted to assist foreign visitors, professionals traveling for business and/or holidays, and personal escort for shopping site seeing and general purpose travel. In Us as well as in Buenos Aires, Argentina.)

Language Subjects & Areas of Expertise

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|-------------------------|------------------------|-------------------------|
| • IT – Computers | • Law | • Human Resources |
| • Engineering | • Business & Financial | • Employee Manuals |
| • Telecommunication | • Accounting | • Sociology |
| • Software Manuals | • Contracts/Agreements | • Religion |
| • Games / Video Games | • White Papers | • Medical |
| • Media (TV, Cinema) | • Marketing | • Pharmaceutical |
| • Internet – E-Commerce | • Advertising | • Fitness / Health Care |
| • Localization | • Real Estate | • Biology |

General:

- Trained in Government Relations, Protocol and Project Management
- Experienced in Development, Communications and Strategic Planning.

Related Courses, Training & Seminars

- International Trade Policy
- Public Relations in the 20th Century
- Marketing & Publicity
- Internal Loss Prevention
- Supervisory & Management
- International Marketing
- Protocol
- Logistic & Planning
- Sociology & Development
- Language & Communication
- Journalism
- Time Management
- Urban Development
- People Management & Knowledge
- Management: Concept & Tools
- Financial Business Architecture.
- Marketing One on One.
- Revolutionary Management
- Human Resources
- Problem Solving & Decision Making.
- System Integration Fundamental,
- Development & Management

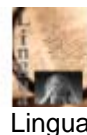
Other Skills & Certifications

- Computer & Software Expertise: Windows 98/XP/Me/2000/Vista; MS Back Office Administrator; MSOffice97 (Word, Excel, PowerPoint), MSOffice 2000/XP/2003 (Publisher, Excel, Access, Front Page, Power Point, Word, Outlook) MSOffice 2007 (Publisher, Excel, Access, Power Point, Word, Outlook) – Microsoft Expression Web, MSOffice Specialist Official Master Certification; Adobe Acrobat 6.0./7.0./8.0.; WS FTP.
- CAT Tools: Passolo; Trados; Wordfast. Will also translate context using XML Editor and/or within web admin site, if required.
- CRM Application: Expertise in Software Customization, Programming and Administration of ACT 6.0 as well as previous versions; Lotus Notes.
- Proficient and well experienced with all Internet Programs and Software (i.e. Netscape Communicator including all its components; MS Internet Explorer; etc.) as well as Web Development. Highly skilled with Internet Research and Web Page Development.
- Accounting: Expertise in developing and delivering monthly, quarterly, and annual financial statements within tight deadlines. Proficiency in managing accounts payable and accounts receivable, generating invoices and monthly statements for clients. Accounting SW: QuickBooks Professional 2003 /2004/2005; QuickBooks Payroll; Peachtree 2005.
- Editor: Provide as needed editorial support remotely, including development and copy editing of their internal online and printed documentation.
- Human Resources: applicant screening; employee orientation, evaluation and placement; safety and training; and benefits planning. Experienced in developing and implementing new safety, training, and employee orientation programs.
- Marketing: Expertise in directing the creation of marketing tools and steering the execution of marketing programs. Demonstrated success driving growth in targeted markets through implementation of key projects. Solid leadership skills, building and guiding top-performing marketing teams. Adept at communicating with management, vendors, and internal departments to coordinate overall marketing efforts. - Very skilled with Business Plan Pro and Marketing Plan Pro.

References

Furnished upon request

Memberships & Affiliations



Localization Professional



Localization and Globalization Fusion Society



LISA - The Localization Industry Standards Association



CISCO PROFESSIONALS (1100+ Members) Cisco club



Cisco Systems Networking Association



Freelance Translators - Interpreters network



GALA: Globalization and Localization Association