

ANDREW J. JAGER

3402 W. 3rd Ave., McHenry, Ill. • (815) 600-1392 • andrewjager@gmail.com

PROFILE STATEMENT

A multilingual, uniquely qualified professional who recently completed advanced degree in Latin American Studies; Exceptional communication skills and a proven record of innovative thought; Efficient project solutions and diligent attention to detail.

ACADEMIC QUALIFICATIONS

Master of Arts – University of Wisconsin-Madison, December 2005
Dept. of Latin American, Caribbean and Iberian Studies (LACIS)

Bachelor of Arts – Beloit College, May 1998
Political Science, Latin American Studies

Federal University of Ouro Preto (Brazil), January 1999 – March 2000
Political Economy, History of Brazil

LANGUAGE ABILITY

Spanish (Fluent) – English (Native Fluency) – Brazilian Portuguese (Native Fluency)

PROFESSIONAL DEVELOPMENT

Presenter and Panelist – New Social and Political Imaginaries in Latin America Conference
New School for Social Research/New York Univ./Columbia Univ.
April 2006, New York City

GRANTS AWARDED AND RESEARCH

Book Research and Independent Travel, October 2006 - August 2007
Independent socio-cultural and travel research in North Africa, Iberia, Brazil, Asia, Australia and South Pacific for ongoing travel literature project

Nave Travel Research Grant, June-August 2005
LACIS, Univ. of Wisconsin-Madison.

COMPUTER SKILLS

Proficient in Windows Vista/XP, MS Office, Adobe Photoshop, Quark Xpress, Web-based applications and most standard Macintosh/Apple applications

SELECTED EMPLOYMENT HISTORY

Freelance Translator, April 2003 – present
See list of Published Translations, page 2

Tax Specialist – Jackson Hewitt
Nov. 2002 – April 2003 – Madison, Wis.

Bilingual Customer Service Specialist – TDS Metrocom
March 2002 – Nov. 2002 – Madison, Wis.

Layout Assistant/Advertising Coordinator – Erickson Publishing
Sept. 2001 – March 2002 – Madison, Wis.

Copy Editor/Distribution Manager/Intern – The Madison Times Weekly Newspaper
Dec. 2000 – Sept. 2001 – Madison, Wis.

English Teacher – Pink and Blue Freedom
Oct. 1999 – Aug. 2000 – Ouro Preto, Brazil

PUBLISHED TRANSLATIONS (Brazilian Portuguese to English)

“Machado de Assis, The Apprentice Journalist” Cristiane Costa. IN: “The Author as Plagiarist – The Case of Machado de Assis,” Ed. João Cezar de Castro Rocha. Univ. of Massachusetts-Dartmouth. 2006

“The Short Story in the Work of Machado de Assis and Horacio Quiroga: A Material Aesthetic?” Pablo Rocca. IN: “The Author as Plagiarist – The Case of Machado de Assis,” Ed. João Cezar de Castro Rocha. Univ. of Massachusetts-Dartmouth. 2006

“Rosebud and Santo Graal: A Hypothesis for Re-Reading Machado de Assis’ Short Stories” João Cezar de Castro Rocha. IN: “The Author as Plagiarist – The Case of Machado de Assis,” Ed. João Cezar de Castro Rocha. Univ. of Massachusetts-Dartmouth. 2006

“The Location of Machado de Assis” João Cezar de Castro Rocha. IN: “The Author as Plagiarist – The Case of Machado de Assis,” Ed. João Cezar de Castro Rocha. Univ. of Massachusetts-Dartmouth. 2006

“Machado de Assis and Nationalism: The *Americanas* Case” José Luis Jobim. . IN: “The Author as Plagiarist – The Case of Machado de Assis,” Ed. João Cezar de Castro Rocha. Univ. of Massachusetts-Dartmouth. 2006

“The Dialectic of Marginality: Preliminary Notes on Brazilian Contemporary Culture” João Cezar de Castro Rocha. Centre for Brazilian Studies, Univ. of Oxford. Working Paper Number CBS-62-05. 2005

LIZANDRE C. JAGER

3402 W. 3rd Avenue, McHenry, IL 60050 • (815) 529-1626 • lizajager@yahoo.com

PROFILE STATEMENT

A multilingual, highly versatile professional combines translation experience and outstanding project development with excellent computer skills. Also extensive experience working with strictly confidential information and proven record meeting multiple deadlines

LANGUAGE ABILITY

Brazilian-Portuguese (native fluency) • English (fluent) • Spanish (fluent) • American Sign Language (intermediate level)

EMPLOYMENT HISTORY

Resource Developer

Sept. 2005-Sept. 2006

Energy Services, Inc. /Keep Wisconsin Warm Fund (KWWF), Madison, WI

- Managed implementation of a \$5,000,000 budget energy assistance program; assisted with program design and contract negotiations with major Utility Company; served as liaison with 58 County agencies; directed staff; managed program allocations and QA of grants distributed to participants; developed effective data analysis tools/reports to ensure program performance
- Managed execution of a \$2,000,000 budget statewide contract; reviewed financial reports; performed distribution of dollars allocated to statewide agencies
- Assisted with fundraising initiatives to augment energy assistance supplemental dollars; designed and developed Energy Fund literature, events information and press releases; coordinated new event initiatives with prospective partners

Executive Programs Assistant

Nov. 2002-Sept. 2006

Energy Services, Inc. /Keep Wisconsin Warm Fund (KWWF), Madison, WI

- Translated documents and correspondence for the Cuban Humanitarian Project; facilitated communication (interpreting services) between Executive Director and Cuban officials (English to Spanish/Spanish to English)
- Managed over 30 contracts and collaborative agreements with government entities and other public/private organizations
- Performed agency grant writing; developed financial, statistical and outcome reports
- Served as liaison between Executive Director and agency staff, partner agencies and contractors; provided administrative services to support activities and responsibilities of Executive Director

Programs Support Specialist

Aug. 2002- Nov. 2002

Energy Services, Inc., Madison, WI

- Implemented and coordinated agency bilingual services; translated program literature (English to Spanish)
- Interviewed, advocated and processed grants for low-income individuals seeking assistance with energy bills

Program Assistant I

Sept. 2001- Sept. 2002

Educational Resources Development Center, Nursing School, University of Wisconsin, Madison, WI

- Provided technical support to faculty with multimedia equipment, particularly laptop computers (Windows and Mac OS X); provided training for Power Point presentations; performed troubleshooting to solve software and Internet problems during academic presentations

EDUCATION

Bachelor of Arts in Philosophy (Valedictorian)

Aug. 2000

Federal University of Ouro Preto (Brazil)

COMPUTER SKILLS

Proficiency in MS Windows Vista/XP, MS Office, Adobe PhotoShop, Web-based research tools, and most standard Macintosh/Apple applications

SELECTED RESEARCH EXPERIENCE

Book Research and Independent Travel

Sept. 2006- Aug. 2007

Independent socio-cultural and travel research in North Africa, Iberia, Greece, Brazil, Asia, Australia and South Pacific for ongoing travel book project

Iberoamerica Program Research Grant

Feb. 1998- April 1998

University of Deusto, Bilbao (Spain)

Teaching Assistant, Philosophy of Arts and Research for the “*Ethno-Sociological Study of the Scientific Communities*” and “*Between Logic and Sociology: Considerations on the Hypothetico-Deductive Method*” projects

OTHER RELEVANT INFORMATION

Brazilian national with United States permanent resident permit (a.k.a. “Green Card”)