

## **Alicia S. Añino**

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### **Qualifications Summary**

Native English speaker, fluent in written and spoken Spanish. Certified as “Superior” by Linux Professional Institute exam in oral Spanish in 2000. Almost 15 years experience translating and interpreting ES>EN and EN>ES; and working with Hispanic/Latino culture. Proficient in Microsoft Office, WordPerfect, PowerPoint, Publisher, Outlook, Dreamweaver (working knowledge of XHTML and CSS), VoiceWalker, and Internet search operations.

### **Field of Specialization**

Language pairs: English (mother-tongue), Spanish

Primary, secondary, and university-level education texts; business texts; general medical texts

### **Relevant Experience**

Freelance Translator and Cultural Consultant, Añino Spanish Translations, 6/2007-present

- Translate K-12 and higher education, business, medical, information technology/computers, and tourist documents and brochures
- Interpret in hospital and school settings
- Conduct interviews, tests, etc. to monolingual Spanish-speaking populations
- Transcribe Spanish language recordings, translate simultaneously while transcribing interviews
- Consult business people on Latin American culture
- Conduct courses on Spanish for specific purposes (office personnel, tourism, schools)
- Reviewer for Master of Arts in Teaching Spanish student’s 2 graduate courses

Communications Director, Peace Corps Panama Friends (PCPF), 7/2010-present

- Creator and editor for online newsletter, *El Bochinche*, using Constant Contact software
- Maintain database of 1,000+ members
- Generate and organize content for PCPF website, <http://www.panamapcv.net/>
- Maintain PCPF Facebook and LinkedIn pages
- Collaborate with PCPF Board to execute organizational communications

Administrative Assistant, Office of Diversity, Equity, and Inclusion, IUPUI, 7/2008-present

- Organized week of events at IUPUI to celebrate the 50<sup>th</sup> anniversary of the Peace Corps to recruit more minority students into the Peace Corps
- Worked with Brazilian coaches (Portuguese and Spanish speakers) through Indiana Partners of the Americas
- Edit Spanish language materials going out through Admissions and other departments
- Translate materials for Multicultural Success Center
- Translate and maintain office website
- Work as chair of building “Green Team”; procured \$400 grant to build campus rain barrels

Office Coordinator, Indiana Center for Intercultural Communication, IUPUI, 10/2003-6/2008

- Translated interview protocol and informed consent form for *Health Literacy and Medication Adherence in Diabetes Patients* project.
- Conducted one- to two-hour interviews with Spanish-speaking type 2 diabetes mellitus patients.
- Transcribed Spanish language interviews and translated to English using *VoiceWalker* transcription software.

Interpreter/Translator, Metropolitan School District of Lawrence Township, 8/2003-2007

- Translate district-wide and school-specific documents, medical forms, and student guidebooks.
- Interpret for special education testing, community outreach programs, and parent-teacher conferences.

Interpreter, International Bureau of Translations, Inc., 9/2003-9/2005

- Interpreted for telephone and in-court hearings for plaintiffs and defendants.

Assistant Instructor, Metropolitan School District of Lawrence Township, English to Speakers of Other Languages (ESOL) program, Mary E. Castle Elementary School, 3/2002-8/2003

- Translated school newsletters, parental memorandums, student records, teacher commentaries, report cards, and other important directives.
- Translated for students' parents at Community Hospital during emergency situations.

Small Business Development Consultant, Peace Corps, Panama, 9/1998-9/2000

- Trained 120 female entrepreneurs in basic business concepts, such as feasibility studies, business plans, marketing, accounting, production and pricing through seminars and one-on-one consultations. All performance executed in Spanish.

### **Major Translations (2007-2011)**

(2011). *¿Qué es la educación en el hogar?* [What is home schooling?]. Translation for Indianapolis Public School.

(2011). *El programa de lectura ReadUp de la organización* United Way of Central Indiana. [ReadUp for United Way of Central Indiana]. Translation for Indianapolis Public School #56.

(2011). New York City Department of Education Individualized Educational Program (IEP) hearing transcription (English) for Wendy Wick, parent of child in special education school.

(2011). *Spanish for dummies*. Technical reviewer of book manuscript. Wiley Professional/Trade Group.

(2010). *EDITH-Escape de un incendio en tu hogar*. [EDITH-Exit drills in the home]. Fire drill training brochure for Wayne Township Fire Department, Indianapolis, IN.

(2010). *Oficina de diversidad, igualdad de oportunidad, e inclusión en la Universidad de Indiana-Universidad de Purdue en Indianápolis (IUPUI)*, <http://www.iupui.edu/~divrsity/espanol/>. Website translation for IUPUI Office of Diversity, Equity, and Inclusion.

(2010). END-ICARE marketing research medical translation/transcription (Spanish to English) for Lexicom.

(2009). *Spanish word games for dummies*. Technical reviewer of book manuscript (Authors: Adam Cohen, Leslie Frates). Wiley Professional/Trade Group.

- (2008). *Declaración de consentimiento informado de IUPUI y Clarian para comunicar riesgos cardiovasculares y de embolia cerebral a los pacientes diabéticos y sus doctores para mejorar el tratamiento y los resultados – Historias personales de pacientes latinos*. [Communicating Cardiovascular and Stroke Risk to Diabetes Patients and Their Physicians to Improve Treatment and Outcomes – Latino Patient Testimonials]. Informed consent forms for diabetes research study, Indiana University School of Medicine, Indianapolis, IN.
- (2008). *Hechos importantes sobre título IX y la igualdad de los géneros de NCAA*. [Important facts about NCAA title IX and gender equality]. Brochure for NCAA Gender Equality. Sports Graphics, Indianapolis, IN.
- (2007). *Alfabetismo de salud y adherencia al medicamento en diabetes* [Health literacy and medication adherence in diabetes]. Interview protocol for health literacy and patient adherence in type 2 diabetes project. Indiana Center for Intercultural Communication, Indiana University-Purdue University Indianapolis.
- (2007). *Prueba de conocimiento sobre la diabetes* [Diabetes knowledge test]. Adaptation from Diabetes Knowledge Test, Michigan Diabetes Research and Training Center.
- (2007). *2007 Guía del distrito escolar metropolitano del municipio de Lawrence* [2007 metropolitan school district of Lawrence township policy handbook]. Metropolitan School District of Lawrence Township.

### **Recent Volunteer Experience**

- St. Mary's Gennesaret Saturday clinic medical interpreter, St. Mary's Catholic Church, September 2011
- IU School of Medicine booth volunteer at *Fiesta! Indianapolis* event, September 2011
- AmeriCorps-Peace Corps informational panel for IUPUI PHST212 *Philanthropy and Civic Engagement* course, March 2011
- Special Education IEP interview transcription, New York City schools, February 2011
- Spanish tutoring for IUPUI students, Fall 2010, Spring 2011
- Irvington Community School Kindergarten classroom volunteer, September 2010
- Lawrence North High School cultural presentation, March 2010
- YMCA Ransburg – Spanish communication training for member services staff and physical trainers, January-March 2010
- United Nations Volunteer: Poverty Reduction Network (PRNet) – translator, August 2009 – August 2010
- Drum Corps International World Championship – press volunteer, August 2009
- Peace Corps educational meeting – presentation, June 2009
- Wishard Foundation Radiothon – Bilingual operator, March 2009
- Fiesta Indianapolis – bilingual volunteer, September 2008
- Riley Hospital for Children – bilingual guest services, September-December 2007

### **Memberships**

Peace Corps Panama Friends, member since 2000  
 Midwest Association of Translators and Interpreters (MATI), member since 2005  
 IUPUI Spanish Club, member since 2009  
 IUPUI Developing IUPUI Gardens Sustainably (DIGS) Club, member since 2010  
 Golden Key International Honour Society, honorary member since 2011  
 Proz.com, member since 2012

## **Education and Training**

- Certificate in Translation Studies, Indiana University-Purdue University Indianapolis (IUPUI), May 2010 (4.0 GPA, 2010 IU School of Liberal Arts Dean's List)
- Interdisciplinary Collaborative Graduate Program - English as a Second Language alternative assessment practices, bilingual education, and foreign language instruction, Indiana University, 11/2002-7/2003
- Peace Corps Panama Training - Intensive language training in conversational and grammatical Spanish, cross-cultural adaptation and sensitivity, community development and Latin American microbusiness practices, 6/1998-9/1998
- Bachelor of Science (international business, marketing, Spanish), Indiana University, 1997