

OBJECTIVE

A long-term position where I can use and further develop my skills as a linguist using my native proficiency in Spanish and English.

EXPERIENCE

Torres Advance Enterprise Solutions 2008-2009, 2011-Present Falls Church, VA
Linguist/ Coordinator

- Work on government contracts where I translate documents and transcribe from Spanish to English under a Department of Defense Secret Level security clearance.
- Coordinate other linguist's workload. Provide Quality Control for finished language services. Submit quotes to clients for requested jobs.

Religious Order of Jehovah's Witnesses 2009-2011 Wallkill, NY
Member of the Religious Order – (Pro Bono)

- Worked with food distribution in the organization's Food Warehouse, which serves over 4 thousand members. Handled office work pertaining to food shipments, maintained accurate inventories, placed purchasing orders and worked with an MS Access database.

Advanced Language Systems Int. 2008 Rockville, MD
Interpreter

- Provided Spanish to English and English to Spanish medical interpretation in John Hopkins Hospital and associated health centers.

College Park Aviation Museum 2007–2008 College Park, MD
Spanish Program Assistant

- Translated and edited various museum documents.
- Initiated a museum Podcast to make the museum more appealing to Hispanic audience.

Catholic Immigration Services 2002–2008 Washington, DC
On call Interpreter/ Translator

- Interpreted for clients in immigration courts. Translated documents required by immigration.
- Created bilingual brochures and documents for this non-profit organization.

Chevy Chase Bank 2005–2007 (summers) Bethesda, MD
IT Coordinator

- Implemented a support trouble-ticket database using MS Access.
- Analyzed the Mortgage Department's intranet site, made it more efficient, and expanded it to include more data and features.

EDUCATION

University of Maryland 2005–2009 College Park, MD

- Double major BA in Economics and Business Spanish with emphasis on Translation.
- University honors program member.

SKILLS/OTHER

- Proficient in MS Office.
- Spanish native speaker proficiency. United States of America Citizenship.
- Strong organizational, people and computer skills.

REFERENCES

Available upon request.