

Monica R. Davis
Spanish to English Translator
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Objective	Freelance Spanish to English translation assignments in the following subject areas: commercial, humanitarian, legal, marketing, medical, and general documents (including birth and death certificates, marriage certificates, academic transcripts, etc.)
Qualifications Summary	<ul style="list-style-type: none">• Native English speaker with near-native technical command of the Spanish language, due to 5 years of Spanish education, extensive time spent living in Mexico, and frequent travel to Central and South America.• Member, American Translators Association (ATA).
Education	<p>Certificate in Translation (Spa > Eng), <i>New York University</i>, New York, NY 2009</p> <p>B.S., Business Administration, <i>The American University of Rome</i>, Rome, Italy 2005</p> <ul style="list-style-type: none">• Concentration in Marketing
Translation Experience	<p><i>Business & Financial</i> –</p> <ul style="list-style-type: none">• The Hershey Company, 2006 – translated a variety of commercial documents including: sales reports company policies, and e-mail correspondence. <p><i>International Policy & Human Rights</i> –</p> <ul style="list-style-type: none">• AIDA (Interamerican Association for Environmental Defense), 2007-2009 – translated articles, reports, and press releases on some of the following topics: territorial conflicts and mining issues in Argentina, fishery laws in Costa Rica, environmental licenses in Ecuador, environmental regulations across countries in South America.• Action Against Hunger, 2007 – translated an article on the war in Lebanon.• Non Violent Peace Force, 2007 – translated a 10-page CV and cover letter from a Bolivian applicant to the Non Violent Peace Force International Council.• Sustainable Harvest International, 2007 – translated a testimonial report from a Honduran farmer. <p><i>Marketing & Public Relations</i> –</p> <ul style="list-style-type: none">• American College of Physicians, 2008-2011 – translated membership information and recruitment related marketing material and direct mail marketing campaign copy. <p><i>Medical</i> –</p> <ul style="list-style-type: none">• American College of Physicians, 2008-2011 – translated physicians' CVs/resumes, physician interview transcripts, medical certifications, medical school transcripts, and excerpts of clinical guidelines. <p><i>Other (General)</i> –</p> <ul style="list-style-type: none">• Old Pine Community Center, 2008 – translated surveys for ESL students• Campbell & Levine, LLC, 2007 – translated death certificates for legal purposes. <p><i>Project Management</i> –</p> <ul style="list-style-type: none">• Magnum Group Inc., 2007-2008 – recruited and assembled relevant teams of freelance linguists around the world for specific projects; supervised project cycle from start to finish guaranteeing on-time delivery of translation projects.• Edited and proofread translated documents spanning a variety of subjects.• Utilized Trados, TagEditor, and other translation software.

Translation Samples & References Available; Test Translations upon Request