

# MELISSA VALEEN

Translator and educator, fluent in Spanish, resourceful

## TRANSLATION AND INTERPRETATION

**Freelance Transcriptionist** June 2023–present  
Toppan Digital Language

**Freelance Translator and Proofreader** 2015–present  
TransPerfect Translations

Specializing in:

Clinical trial documents and medical charts

Transcription of audio interviews

Subtitles for training and promotional videos

Marketing for social media

Web Page localization and SEO

Clients include: Duke Clinical Research Institute,  
Iberostar Hotels, Pfizer, LATAM Airlines, Sanofi, Sadolin,  
Evidera, CEMEX, and others.

**On-site Interpreter, Huckeye Health** June 2023

**MA in Translation, Spanish to English** 2013–2016

Specializations:

Technical writing

Subtitling documentary films

**Professional Member of ProZ Translator Database**



## TECH SKILLS

**CAT Tools** Wordfast

**Subtitling software** Aegisub

**Blogging** WordPress

**Photo Editing**  
Lightroom, Photoshop

**Film Editing** Premiere Pro

**Spreadsheets**  
Excel, Google Sheets

**Slideshows**  
PowerPoint, Google Slides

## EDUCATION

**MA of Translation** (EC-accredited) December 2016  
**University of Portsmouth**, England  
Mark: Distinction (US GPA: 3.9/4)

**BA in Education and Spanish** April 2007  
**Western Michigan University**, Michigan  
Minors: History, Environmental Studies (GPA: 3.7/4)  
Fall 2004 at The University of Burgos, Spain

## INTERESTS

- Photography  
(Member of Livermore Valley Camera Club)
- History
- Nutrition
- Psychology
- Arabic and French
- Filmmaking
- Yoga

## TEACHING ABROAD

Subject	School	Years
Academic English	University of Technology and Applied Sciences <b>Nizwa, Oman</b>	Sept 2014-Jan 2017; Nov 2019-Aug 2022*
Medical English	Shabaka Training, King Faisal University <b>Al-Hofuf, Saudi Arabia</b>	Sept 2012-July 2014
Physical Education	International School of Choueifat <b>Umm-Al-Quwain, United Arab Emirates</b>	Feb-June 2012
Literature and Translation	Colegio de Estudios Universitarios del Mayab <b>Mérida, Mexico</b>	Feb 2011-Dec 2011
English Language	Ministry of Education and Science <b>Marbella and Madrid, Spain</b>	Oct 2007-July 2010

### \*TIME OFF FOR TRAVEL: Feb 2017-Feb 2019

I traveled through North, Central and South America in a small RV.  
I documented my experiences on a WordPress blog.