

Jo-Ann Pérez Ramírez

Professional Language Translator

Silver Spring, MD 20906

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Professional Spanish - English - French Translator and Interpreter with over 14 years of experience in translating texts pertaining to various specialty fields: legal, financial, technical, scientific, and educational. Proven ability to complete projects precisely and accurately. Strong attention to detail and the basic tiers of linguistics, including morphosyntax, semantics and pragmatics. Aware of the challenging role of rendering spoken and written communication materials clearly and effectively to a linguistically and culturally diverse audience. Seeking to further improve my translation and communication skills by becoming a staff member of a multilateral organization.

Authorized to work in the US for any employer

Work Experience

Spanish Translation Specialist

Montgomery County Government - Office of Community Partnerships - Rockville, MD

November 2021 to Present

- Translate and proofread from English to Spanish county-wide communication materials.
- Develop a Spanish style guide and establish translation standards and conventions for consistency and quality assurance.
- Update and maintain the termbase and translation memory within the Unit's CAT tool to foster consistency across agency-wide translated documents.
- Provide support to certified multilingual employees.
- Participate in establishing language access policies and procedures for the County government as a member of the unit.

Spanish Translator

District of Columbia Public Schools - Washington, DC

January 2019 to November 2021

- Serve as part of the Language Acquisition Division (LAD) team to provide language access services, pursuant to the DC Language Access Act.
- Translate vital and non-vital documents from English to Spanish, in compliance with approved DCPS terminology and other in-house style guidelines.
- Operate Computer Assisted Translation (CAT) tools and Translation Memory (TM) software to ensure translation and terminology consistency across documents.
- Proofread and edit final translated versions of documents to ensure that they are accurate, complete and stylistically appropriate.
- Interpret at school events and meetings; and facilitate effective communication among culturally and linguistically diverse audiences.

Medical Interpreter

Reliable Language Services - Montgomery County, MD

August 2018 to January 2019

- Facilitate the communication process between limited English proficient patients and health care providers accurately and clearly.
- Help patients complete all required paperwork prior to and after their medical appointments and/or procedures.
- Perform sight translation of medical forms and instructions and convey the information to patients, so they can give their consent to procedures.
- Stay at the facility up to the patient's discharge.

Freelance Translator/Interpreter

Self-employed - Silver Spring, MD

May 2015 to January 2019

- Translate (Spanish to English & French and vice versa) text projects, including technical documents, press releases, website content, etc.
- Review, edit, and proofread all translations before turning their final versions around.
- Provide interpretation services at different settings, including court, conferences, meetings.
- Compile various linguistic corpora to analyze how language is used across different contexts and find the accurate meaning for polysemous terminology.
- Update and maintain translation glossaries and databases.
- Build and maintain professional and personal relationships with customers, including vendors, private and government organizations.

Translator & Interpreter

Héctor Núñez Traducciones - Puerto Ordaz, Bolívar

August 2012 to March 2015

- Translate written documents including legal, financial, academic, technical, and scientific texts.
- Read and proofread documents translated by junior translators.
- Provide consecutive and/or simultaneous interpretation at hearings, conferences, and meetings.
- Coordinate and assign translation projects to junior and freelance translators.
- Build strong relationships with customers by reaching out to them to better understand their needs, ask for clarification on difficult/ambiguous terminology, in order to address potential language challenges found on documents.

Foreign Language Assistant

Académie de Montpellier - Lodève (34)

October 2011 to April 2012

- Provide group tutoring to high-school students, alongside their homeroom teacher, to help them become proficient on the 4 basic language skills.
- Participate in various educational activities and events held at the school.
- Contribute to authentic voice recordings to enrich the school's audiovisual resources.
- Provide 1:1 educational support for students facing learning challenges.
- Lead a Spanish language club at school.

Translator, Teacher, Assistant Manager

Estudios Lingüísticos PROELITE - Caracas, Distrito Capital

September 2008 to September 2011

- Organize in-company language lessons to teach foreign languages (English, Spanish and French) to full-time staff.
- Complete several translation projects, ranging from technical to educational, and literary, documents.
- Edit and proofread pre-final versions (either self-prepared or translated by external translators) to ensure terminology and format consistency.
- Prepare lessons and activities for specific audiences while monitoring students' progress, development, and achievement.
- Implement updated learning methods aimed at building strong language skills by providing interactive educational/learning resources and materials to students.
- Perform a variety of administrative tasks, including payroll, hiring and recruitment, bookkeeping, etc.

Education

M.A. in Specialized Translation, to be completed

Universidad de Córdoba - Córdoba, Andalucía

October 2019 to Present

B.A. in Translation and Interpretation

Universidad Central de Venezuela - Caracas, D.C.

October 2002 to January 2010

High school diploma or GED in Hospitality and Tourism Administration

Unidad Educativa Escuela Técnica "Jesús Obrero" - Puerto Ordaz, Bolívar

September 1997 to July 2002

Skills

- Microsoft Office (10+ years)
- Adobe Acrobat (8 years)
- Microsoft Office Suite (1 year)
- CAT tools (Trados, SmartCat, Wordfast, Memsource, OmegaT) (6 years)

Links

<https://conalti.org/miembros/joannp7/>

<https://www.iapti.org/member/jo-ann-perez-ramirez/>

<https://www.linkedin.com/in/jo-ann-p%C3%A9rez-51a841127>

Awards

The Morris & Gwendolyn Cafritz Foundation Awards

June 2020

Team winner of the 19th Annual Cafritz Awards for Distinguished DC Government Employees

Certifications and Licenses

Sworn Translator in the English Language

October 2013 to Present

Title granted by the Ministry of People's Power for Home Affairs, Justice and Peace in the Bolivarian Republic of Venezuela.

TCF pour le Québec

June 2016 to Present

French language examination for immigration purposes.

DALF (Diplôme Approfondi de Langue Française) C2

December 2012 to Present

Official examination awarded by the French Ministry of Education to certify applicant's proficiency in the French Language.

Bridging the Gap

October 2018 to Present

40 hours of Medical Interpreter Training according to the Cross Cultural Health Care Program (CCHCP).

Groups

International Association of Professional Translators and Interpreters (IAPTI)

March 2022 to Present

The International Association of Professional Translators and Interpreters was created in Buenos Aires, Argentina in 2009. With its international membership, its purpose and activities are intended to help every single translator and interpreter in the world. In a globalized world for a globalized profession, IAPTI stands out as a voice for individual translators and interpreters only, promoting ethical practices.

Colegio Nacional de Licenciados en Traducción e Interpretación

March 2022 to Present

CONALTI© (Colegio Nacional de Licenciados en Traducción e Interpretación) es una asociación civil fundada en 1980 por iniciativa de los primeros egresados de la Escuela de Idiomas Modernos de la Universidad Central de Venezuela. Somos la agrupación profesional de traductores e intérpretes más antigua de Venezuela, y pertenecemos a la Fédération Internationale des Traducteurs (FIT). No somos proveedor de servicios lingüísticos.