
Highly skilled English to Spanish Translator with over 10 years' experience

Most Recent Positions *Key Language Services* 2010 – Current

- **Responsibility:** Producing complete and accurate translations in accordance with client specified requirements. Review of each job ticket for specific translation order requirements. Drawing customer's attention to flaws in source text. Resolution of individual text queries. Use of research methods to resolve queries. Signing of certificates. Approval of own work after proofreading. Checking other translators' work when resource planning demands. Collaborate on translation project for different international translation companies and agencies.

Santa Maria School 2014 - 2017

- **Responsibility:** Teaching English to children, and teenagers using the method of multiple intelligences and communicative approach. Creating and teaching basic, Intermediate, advanced and academic level. Teaching Social Studies in English, using the syllables provided by the Ecuador government.

Third Position *Andes Gold Corp* 2011 – 2013

- Producing complete and accurate translations in accordance with company specified requirements.
- Translating reports, research studies, news, letters, contracts, emails, agreements, among other, all of them related to mining operations.
- Interpreting business meetings and mining explorations.

Second Position *London Language Centre* 2006 – 2009

- **Responsibility 1:** Producing complete and accurate translations in accordance with client specified requirements.
- **Responsibility 2:** Teaching children, adolescents and adults using the method of multiple intelligences and communicative approach. Creating and teaching basic, Intermediate, advanced and academic levels. Planning, Coordination and Development semiannual reports. Creation and resolution of tests for Basic, Intermediate, and Advanced Levels. Evaluation of test results. Selection and organization of material from a wider range of resources according to the needs of students. Teaching Listening and Spanish to university students. Teaching TOEFL and IELTS Preparation Courses.

First Positions *Haggai Language Institute / Harvard Language Institute / South American Language Center / Cambridge School of Languages / CIE High School / Jim Irwin School / UNEIN School / San Antonio University / UTPL University* 2002 - 2010

- **Responsibility:** Teaching English to children, adolescents and adults using the method of multiple intelligences and communicative approach. Creating and teaching basic, Intermediate, advanced and academic level. Teaching subjects in English such as: Science, Geography, History and Social Studies.

Education

International Iberoamerican University Degree M.A. in TEFL Started: 2016 Graduated: in progress

- Relevant coursework in linguistics, translation studies, and English
- Complete 14% of subjects of total courses online through the Distance School Program

Technical Particular University of Loja, Degree B.S. in TEFL Finished: 2014 Graduated: April 2016

- Relevant coursework in linguistics, translation studies, and English
- Complete 255 credits of total courses online through the Distance School Program

Global Translation Institute Certified Translation Professional (English <=>Spanish) Certification Date: November 2014

- Completed an intensive translator training and certification program focused on (English <=>Spanish)
- Passed an examination covering translation best practices, ethics, effectiveness, and translation project management
- Learned directly from translation experts from around the globe on how to improve my ability to translate effectively

Polytechnic University of Army Forces Degree B.S. in Computing Graduated: *not finished*

- 3 years of studies on campus and online through the Distance School Program
- Still studying online

Projects / Portfolio Work

- ❖ **Certified Translation Project** (2010- 2016) Common uses for Certified Translation include: high school and university application and enrollment, passport office usage, and many other local, state, and Federal government official uses. Translation of academic transcripts for students from around the world to help them with their application to U.S. universities, translation of passports, birth certificates, death certificates, marriage certificates, depositions, legal statements, driver's licenses, diplomas, academic transcripts,

adoption papers, medical records, psychological evaluations, asylum statements, interviews, and many other personal documents for certified translation purpose.

- ❖ **Comic Books Project / 112,000 words / English to Spanish** (2013) the translation of the English comic books is an integrated part of a production process that starts from digital reproduction from hard copy publications and continues through to post-production and printing. The production process is facilitated by a proprietary Content Management System (CMS) developed and supported by iVerse Media. Language Connect is working closely with iVerse Media on a continuous basis to enhance the efficiency of the translation process within the CMS.
- ❖ **Aviation Manual Project / 125,000 words / English to Spanish** (2012) Different technical manual of a Systems Company that develops and manufactures fiber optic cable, fiber optic and copper cable hardware and equipment including frames, cabinets, terminals, network interface devices, splice and test equipment, cable assemblies and fiber optic and copper connectors; as well as providing network services worldwide.

Translation Training Courses

-
- CTP Certified Translation Professional Program | **Global Translations Institute**
 - SDL Trados Studio Getting Started | **proz.com**
 - Virtual memoQ Day 2014 | **proz.com**
 - Change of Roles: Transformation from Employee to Freelancer | **proz.com**
 - Strategic thinking for freelance translators | **proz.com**
 - SDL Trados Studio 2011 Tips and Tricks | **proz.com**

Language and Teaching Skills & Certification

-
- Certificate of Sufficiency in English (B2) | **National Polytechnic University**
 - Certificate of Proficiency in English (C1) | **National Polytechnic University**
 - TEFL/TESL/CCA Certificate | **Juniata College**

Technical Skills & Certification

-
- **Computer Skills:** Microsoft Access, Microsoft Excel, Microsoft Outlook, Microsoft PowerPoint, Microsoft Project, Microsoft Word, Microsoft Office 2007/2010, Microsoft SharePoint, Visio, Windows, Crystal Reports, Adobe Reader, Illustrator, Photoshop, Audition, Introduction to PCs, PC Applications, Internet Explorer 8, Google apps for students, Office for Educators, Email Marketing Basics.
 - **Web Design Skills:** HTML, Flash CS4, Front Page, Dreamweaver CS4, Photoshop CS4, Internet Marketing, Running an Online Business, Visual Basic
 - **Webmaster:** cpanel, Whm, and Turnkey Web Hosting - **Billing System:** whmcs - **Blogs:** Wordpress - **Content Management:** Joomla
 - **Customer Relationship:** Crafty Syntax Live Help, Osticket - **Other scripts:** Moodle
 - **Marketing Tools:** GVO, Aweber, Getresponse, Gvo Conference
 - **Freelancing Fundamentals, Office for Educators**

Translation: Areas of Expertise and Document Types

-
- Academic Records, Diplomas, Certificates
 - Annual Reports, Chairman's Reports
 - Aviation
 - Bible and Biblical Studies
 - Business Administration and Management
 - Certificates of Marriage, Birth, Death
 - Comic Books
 - Company Formation, Articles of Association etc.
 - Company Minutes
 - Computer and Information Sciences, Computer Engineering
 - Contracts of Employment, Service Agreements
 - Curriculum Vitae
 - Depositions, witnesses' statements
 - Divorce proceedings and separation of assets
 - Education: Corporate Material
 - Education, Geography, Geology, Heating, Air Condition and Refrigeration, Internet, Linguistics, Mining and Mineral Engineering,
 - Religion, Religion and Religious Studies, Software Engineering, Tourism and Travel
 - General Computing
 - Land Registry Records
 - Legal correspondence
 - Letters of Reference
 - Medical Technology, Medical reports
 - Mining: Documents, reports, studies, research, Agreements, contracts, letter of intent.
 - Personal Care Products
 - Planning Permission Applications
 - Sports and Leisure
 - Statements of Claim
 - Testimonials, Title Deeds

Awards & Extracurricular Activities

-
- Member of Translatorscafe.com since December 2012: <http://www.translatorscafe.com/cafe/member176762.htm>
 - Member of Proz.com since July 2013: <http://www.proz.com/profile/1698592>
 - Owner of a Translation Service website: <http://www.franciscoquamantica.net>