Andra Alina Colón

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# profile

* Trilingual, degreed professional with 10+ years experience in providing linguistic support to clients in the fields of European Union, Development, Education, Finance, Transportation, Telecommunications, and Military.
* Well-organized, results oriented individual, with proven ability to implement linguistics business standards and procedures that improve business efficiency and functionality.
* Diplomatic, personable and highly collaborative, often served as Liaison in Italian-Romanian client partnerships
* Trustworthy, handled sensitive material with high level of confidentiality.

# CLIENT HISTORY AS BUSINESS OWNER

**ENGLISH - ITALIAN - ROMANIAN TRANSLATOR** /**INTERPRETER /LANGUAGE INSTRUCTOR** 2008 – present

* Court Interpreter under Romania’s Ministry of Justice; translated official documents and prepared them for court procedures and notarization.
* Designed language-training curriculum for learning schools or commercial agents: International Computer School, A\_BEST Foreign Language Center, ECHO Foreign Languages, Simetex, Secomest, NewInfoCompany.
* Provided online lessons to students from Switzerland, Italy, Romania - law enforcement officers, medical professionals, and university students seeking to study abroad.
* Provided interpretation services for International fairs of tourism and International conferences.

**Italian English Translator**

### [*Vocalink Global - Language Solutions, Translation, Interpretation*](https://vocalinkglobal.com/)*, OH* 2018

* Provided translations of medical documents.

**Online Italian English Language Teacher** 2018

### *CoreLanguages, Charleston, SC*

**Italian English Interpreter / Translator**

*Target Language Translating Services*—Tampabay, FL 2017-2018

* Provided translations services for legal documents.
* Provided interpretations services for depositions.

**Italian-Romanian Language Instructor / Translator**

*Center for Consultancy and European Studies*—Romania 2013 – 2017

*Institution responsible for proper allocation of PHARE funds for human capital development in under-developed rural areas of the country*

*PHARE -the Union’s financial program providing assistance to its partner countries to assume their E.U. membership responsibilities*

* Worked with government and E.U. agencies providing language training to the under-developed areas under the “Romania’s Operational Program for Professional Development” guidelines.
* Improved employment opportunities by developing and delivering a custom curriculum to over 100 individuals in classes of 20 - 30 of mixed age and education levels, many with minimal formal education.
* Constantly adopted the lesson planning to accommodate each student learning rhythm by incorporating technology, assigning homework and periodic assessments.
* Achieved a class graduation rate of over 90%.

**Instructor of Italian Language and Linguistics**

*Vodafone*—Romania2015 – 2016

*Voice Data Telephony services company operating in Asia, Africa, Europe and Oceania*

* Designed training curriculum for call center employees, ensuring their ability to perform job duties with high level Italian language skills.
* Performed language proficiency assessments during interviews with job candidates.
* Participated in interviews with job candidates to assess their language skills.
* Improved student engagement, sponsoring events at the Italian Institute of Culture.
* Encouraged Italian language interactions, improved language skills and communication between staff and interns.
* Contributed to official Italian communication guidelines, and participated in rewrite of formal communication. procedures.
* Shadowed staff interaction with the Italian customers and provided linguistic feedback.

**Italian Language Auditor**

*International English School*—Romania2015

* Led comprehensive language competency audit > 600 employees of a major telecom company- including CEO and executives.
* Produced individualized assessment reports, identifying proficiencies, strengths, and weaknesses.
* Provided additional assistance to individuals seeking guidance on strengthening their language skills.

**Italian - Romanian Translator**

*Promo System Italy*—Romania2013 – 2017

* Collaborated with high level Italian and Romanian executives in the process of contracting personnel, acquiring ship parts, contracting maintenance services.
* Performed translation of highly detailed, complex, technical engineering diagrams and documentation for ship specific parts.
* Performed translation of resumes, certificates, awards, diplomas, employment contracts, personal documents and email correspondence.
* Built durable work relationship with both parties.

**Communication Liaison / Italian Language Interpreter / Translator**

*Alasia Vivai Italy*—Romania2013—2015

*Biomass wood pellets producer- specializing in breeding poplar tree species with the aim to improve the performance of selected clones*

* Served as a Liaison between the Italian client and national/local institutions in a multi-million euro acquisition deal.
* Interpreted meetings with high-level executives, police department, municipality, local leaders, private equity firm, law firms, shipyards, local transportation companies to facilitate the acquisition process.
* Translated email correspondence between the business partners and high confidentiality documents.
* Organized events and business meetings related to: asset acquisition, raising capital, contract negotiation, logistical problem resolution, government regulations and managed the related logistics - including complex local transportation and accommodation needs.
* Reviewed resumes, preselected candidates and provided interpreting assistance for over 300 employment interviews.

**Instructor of Italian Language and Linguistics**

*Gruppo Banca Sella*—Selir—Romania 2012 – 2015 *Provides outsourcing and bank services: back office, contact center, IT, data entry, credit center services, studies and analyses*

* Designed job specific training lessons to personnel in the areas of: IT, finance, HR.
* Worked with: data analysts, software developers, customer support level I, level II, financial analysts and high level management.
* Managed classes of 20 individuals with varying levels of difficulty: beginners, intermediate, and advanced.
* Evaluated language progress and adjusted coursework to company' needs and demands.
* Significantly improved employee retention, 90% were still with the company by the end of 2015.

**Instructor of Italian Language and Linguistics**

*Comdata*—Romania 2010 – 2016

Global company providing customer services in: Telecom, Energy, Finance, Healthcare, e-commerce

* Revised written communications between staff, Italian customers, and created customized lessons targeting specific issues captured in the exchange.
* Targeted vocabulary, grammar, and phrasing improvements.
* Incorporated language activities into the lesson plans, to increase interaction and student engagement.

# Education

University of Bucharest, Faculty of Business Administration—Bucharest, Romania 2002—2006

Bachelors of Science (BSC Geography Travel and Tourism)

# SKILLS/CERTIFICATIONS/AWARDS

* Certified Italian-Romanian Translator by Romania’s Ministry of Justice (License/Permit) (2014)
* Certified Italian-Romanian Translator by Romania’s Ministry of Culture (2014)
* Certificate of Adult Training Methodology by Center for Consultancy and European Studies (2014)
* Certificate of excellence by Italian Army (2004)
* Certificate of Italian as a Foreign Language by the Center for Consultancy and European Studies (2002)
* MS Office: Word, Excel, PowerPoint, Outlook