***Member of ATA***

***Certified Project Manager Professional***

***Native Spanish speaker***

**Work history**:

**Freelance translator** since 2000 providing English – Spanish – English translation, localization, and proofreading.

I have translated documents and training courses for:

* Business writing.
* Newsletters.
* Large corporations (Chemical and petrochemical industries as well as MEP).
* Stem cell industry.
* OSHA.
* Operating and Maintenance manuals.
* Standard Operating Procedures.
* Health and wellness related documents, reports, and surveys.
* Deeds, agreements, contracts, articles of incorporation, and wills.

**Courses**:

Effective Business Writing. Criticat Thinking, Interpersonal communications,

Branding, Digital marketing, Influencing others,

Spelling, Grammar, HTML, Design of Web pages.

**CAT Tools: Trados Studio 2021**

Software:

Office365 including, Publisher and MS Visio. Also InDesign. PDF files.