

|  |
| --- |
| **Contact** |
| **Phone:** 664-696-0621  **Email:** thefernandeztranslations@gmail.com  **Address:** Col. Guadalupe Victoria, Calle Ing. Juan Ojeda Robles #14701 22426  **LinkedIn:** Esteban José Fernandez Cisneros |
| **Languages** |
| ° Spanish – Native  ° English – C1  ° Japanese – N4 |
| **Schooling** |
| Degree in Translation – Universidad Autónoma de Baja California |
| **References** |
| ° **Nohemy Quintana – ARRA Capital** 553-562-3300  ° **Carolina Muller – Rockstar Staffing** 777-328-3249 |

ESTEBAN JOSÉ FERNANDEZ CISNEROS  
Translator & Interpreter

|  |
| --- |
| **Experience** |
| ° **Freelance translator and interpreter – Currently** Experience with technical, legal, medical, advertising and Enterprise documents. Previously collaborated with companies of different fields translating contracts, instructions, flyers, advertising, etc. Interpreting for hospitals and companies.  ° **Rockstar Staffing – Administrative assisstant and customer service representative – 05/29/2019 to 10/17/2019** Welcoming visits from both customers and contributors, emailing, answering calls, linking calls to carry out the procedure of recruitment or distribution to different areas, clarifying doubts and follow-up during the customer entry and incorporation into the company.  Specialized treatment with clients, email management, administration of the company’s official website in social media.  Translation of advertisements, declaratory documents, corporate texts, contracts, commercial proposals, proofreading.  ° **Business Capital – Freelance translator and advertising designer – 06/15/2018 to 04/21/2019**  Translation of the company’s business texts and documents.  Proofreading.  Creation of content, flyers and operational advertising to attract talent through social media. |
| **Abilities** |
| ° Technical, legal, journalistic, medical and literal translations  ° Simultaneous and consecutive interpretation.  ° Proofreading.  ° Video and audio transcription.  ° Memorization of company’s data.  ° Management, upgrading and administration of social media.  ° Office.  ° Adobe Photoshop.  ° Digital content creation.  ° Traditional illustration. |

