**María de la Luz RAYNELD-FRANCO**

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# **QUALIFICATIONS SUMMARY**

* Over 25 years of experience in English-French-Spanish translation,

interpreting and copywriting

* Commitment to providing good and opportune service
* Ability to work independently as well as in a team setting
* Experience of writing creative content
* Quality localization services
* Experience in translating and editing different types of media texts

**LANGUAGES**

*Spanish (native speaker)*

*English*

*French*

**AREAS OF EXPERTISE**

* Technical/Engineering (Geology, Civil, Chemical, Energy, Mining, Road, Mechanical, Hydropower, Gas & Oil, etc.) *My work includes translation of Engineering Reports, Operating Manuals, Training Booklets, User Guides, Technical Specifications, Site Surveys, etc.*
* Business/Financial/Accounting *(Annual Reports & Accounts, Business Plans, Financial Analysis, Financial Statements, Marketing texts, Balance sheets, Banking studies, Market reports, etc.)*
* Literature *(short stories, film scripts, art books, catalogs, museology, etc.)*

**SOFTWARES**

* Microsoft Word
* Microsoft Excel
* Adobe Acrobat
* PowerPoint

**RELEVANT WORK EXPERIENCE**

2010 to date

*Freelance translator/interpreter, copywriter and English teacher*

Since 2010 I have been working on a freelance basis for several clients. Here below is a list of the most recent and/or relevant):

* **ORRICK, HERRINGTON & SUTCLIFFE LLP** (Law Firm) On-siteSpanish<>Englishinterpretation for FCPA interviews (January 2019)
* **ZIMMER BIOMET** (Dental Division) On-siteSpanish<>Englishinterpretation for FCPA interviews (July 2018)
* **HU DONG MACHINE TOOL WORKS** English>Spanish translation of Operation Manual of a Shaping Machine Model BH6070 (Dec. 2017)
* **DAEWOONG PHARMACEUTICAL** On-siteSpanish<>Englishinterpreter for Mr. Patrick Wong, Executive Director, at a social cocktail party with an Association of Chilean nurses and a group of pharmaceutical representatives (May 2017)
* **FREEBORN & PETERS LLP** (Law firm) On-site Spanish<>Englishinterpretation for Arbitration—reinsurance dispute, dealing with record keeping of AIG’s Santiago office for construction/energy risks (November 2016)
* **ORRICK, HERRINGTON & SUTCLIFFE LLP** (Global Law Firm) On-siteSpanish<>Englishinterpretation for FCPA interviews (May 2016)
* **AFP CUPRUM** Business English teacher for 3 company executives, beginners and intermediate levels (April 2015 – December 2015)
* **CHADBOURNE & PARKE LLP** Spanish>English>Spanish Interpreter for witness deposition (November 2015)
* **FRC Financial Reporting Council** (UK regulator of the audit profession) I worked for them as a financial Spanish>English>Spanish translator and interpreter (November 2015)
* **PEMEX** (PETRÓLEOS MEXICANOS) For them I have translated from Spanish>English some engineering reports dealing with storage and sale of hydrocarbons and derivatives (specifically documents and reports about cathodic protection in storage tanks) August 2015
* **DOOSAN BOBCAT CHILE S.A.** I worked two full days for them translating from English>Spanish a HHRR questionnaire to be used in their offices in South America (May 2015).
* **COLLOTYPE LABELS CHILE** I worked for them a whole week as a French-Spanish-English interpreter for a French technician who came to work on a label printer (December 2014)
* **BILL & MELINDA GATES FOUNDATION** I worked for them as a Spanish-English-Spanish interpreter when they sent a delegation of librarians to visit two libraries in Santiago (November 2014).
* **JOE RILEY & ASSOCIATES** Last year I worked exclusively for them for almost 2 months translating and localizing from English>Spanish an accounting program to be used in South America (May-June 2014)
* **MUSEO DE LA MEMORIA Y LOS DERECHOS HUMANOS** (MEMORY AND HUMAN RIGHTS MUSEUM) For them I have translated museology and some exhibition catalogs from Spanish to English.
* **PCAOB Public Company Accounting Oversight Board** *(*USA regulator*)* I provide my services as translator/interpreter when they come to Chile to perform Financial Audits. I regularly work for them when they audit companies such as Deloitte, Ernst & Young, etc. (2012 – present)
* **HQI TRANSELEC CHILE S.A.** *(member of the Hydro-Quebec Group)*I work for them on a freelance basis translating from Spanish to English different kinds of documents, such as agreements, annual reports, financial statements, etc.
* **BBVA** I have worked for the banking sector translating different kinds of documents such as mutual funds’ reports, banking studies, performance and market reports, etc. Therefore, I believe I have the local market and cultural knowledge needed to adapt business/financial communications to Latin American audiences.
* I also work or have worked for several foreign translation/interpretation/copywriting agencies such as Global Interpreting Network (USA),RR Donnelley Language Solutions (USA), Spanish Business Services Inc. (USA), Orange Translations Inc. (Philippines), TransPerfect Translations (USA), Speed Translations (Venezuela), Travod Intl. (USA), World Writers (UK), Day Translations (USA), etc.

2006 - 2010

*English-Spanish/Spanish-English Technical Translator*

**Constructora Queiroz Galvao Chile** *(Chilean branch of a Brazilian construction company that built a run-of-river Hydroelectric Power Plant in Chile’s VI Region)*

I worked for them for almost 4 years translating all kinds of documents related to the construction project (*La Higuera Power Plant*). These documents consisted mainly in engineering reports, geological surveys, procedures manuals, financial reports, legal documents and agreements, insurance and risk management documents, etc.

Santiago, Chile

2006

*Spanish-English Financial Translator*

**HQI Transelec Chile S.A.** *(member of the Hydro-Quebec Group)*

I worked for them translating from Spanish to English the company’s Annual Report which included different sections such as Risk Classification, Dividend Policy, Internal Controls, Consolidated Financial Statements (balance sheets, statement of income, statement of cash flow, etc.)

Santiago, Chile

2003 - 2006

*Commercial Coordinator for Anglophone markets (USA, Canada, New Zealand and South Africa)*

**BELLAVISTA OVEJA TOME S.A.** *(one of the main textile companies in Chile)*

Besides commercial coordination with Anglophone markets, my work included translating from English to Spanish, and vice-versa, Fabric Technical Sheets (commercial details and the construction properties of fabrics), fabric test methods, analysis of finished fabrics, color analysis, labeling codes, etc. I also collaborated with the translation and adaptation of catalogs, brochures and other advertising material and provided interpretation services when we received our clients from Anglophone countries.

Santiago, Chile

1994 – 2000

*Trilingual Executive Assistant to General Manager, Marketing Manager and Finance & Administration Manager*

**LABORATORIO MAVER S.A.** (cosmetic/pharmaceutical laboratory)

Other than the regular duties of an executive assistant, I had to translate and localize research/marketing materials for use in business development. I also had to assist the three managers serving as an interpreter at the meetings with Anglophone and Francophone associates or clients, especially when the meetings were referred to distribution and supply agreements. I also had to serve as an interpreter for the company’s lawyers at their meetings with the lab’s foreign clients. Additionally, I collaborated in the creation, translation and adaptation of advertising material referred to sun care products, skin care products, hair dyes, etc. This advertising material consisted of brochures, flyers, leaflets, promotional videos, etc.)

Santiago, Chile

1993 - 2006

*Freelance translator/interpreter*

**Manpower de Chile**

Santiago, Chile

1990 – 1993

*English/French Translator • Interpreter*

**Transcriptum International Inc.** *(Canadian company with branch in Chile)*

Santiago, Chile

1989 -1990

*English Teacher* • *Academic Coordinator* • *Translator/Interpreter*

**Santiago Language Center**

Santiago, Chile

1981 – 1983

*Freelance journalist*

**Radio Canada Intl.**

I collaborated as a freelance journalist for over 5 years. My work with them consisted in writing and recording radio commentaries on different Canadian issues that I deemed would be of interest to Latin American auditors. Among the topics I chose to comment on were financial topics and several women-oriented subjects such as traditional French-Canadian dishes, Canadian Fashion and Design, beauty care, etc. These commentaries were written and recorded by me in Spanish since they were subsequently distributed to several Canadian Embassies in Latin America as a way of publicizing Canadian culture in South America.

Montreal, Canada

1980 - 1981

*English-Spanish-French Translator/interpreter*

**Lavalin Inc.**

Montreal, Canada

**ACADEMIC BACKGROUND**

*Bachelor of Advertising, Media and Communications (minor: copywriting)*

**Universidad de Santiago**

Santiago, Chile

*Bachelor of Education (B.Ed.)*

**Universidad de Santiago**

Santiago, Chile

*Elementary and High School*

**Santiago College** (US school in Santiago, Chile)