

MARIA PAULA MANTILLA-GOMEZ

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SPANISH-ENGLISH / ENGLISH-SPANISH TRANSLATOR AND SPANISH PROOFREADER

OBJECTIVE

Seeking a growth orientated position that will allow me to utilize my communication and proofreading skills while continuing to build my personal and professional development.

CORE QUALIFICATIONS

- Quick learner
- Customer Service
- Fluent in Spanish
- Microsoft Office
- Literary knowledge
- Spanish proofreader

EXPERIENCE

08/2016-Present

Intern Editor

La Noticia – Charlotte, NC

- Translation of articles from English-Spanish
- Proofread newspaper articles and advertises prior publication dates
- Research and write articles

08/2016- Present

Spanish Transcriber

Lionbridge-Remote

- Transcribe Spanish audios
- Proofread Spanish content

04/2016 – 07/2016

Customer Service

Lifetouch - Charlotte, NC

- Provide positive customer service experience.
- Capture quality photos for schools.

07/2010 - 06/2013

Assistant

Mantilla-Gomez Real Estate - Bogota, Colombia

- Organize records of company properties for future reference.
- Consult with customers to provide information and assistance.
- Assist with tax preparation and filing.

EDUCATION

2015

Bachelor of Arts: Communications

University of North Carolina at Charlotte - Charlotte, NC, United States

Major in Spanish Literature and Culture
3.85/4.0 GPA

COMMUNITY SERVICE

2013- 2015

Volunteer, Carolina's Latin Dance Company.