

Mirian Velazquez



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PROFESSIONAL EXPERIENCE

2000-current Freelance translator of research papers; training programs and material; contracts and agreements; legal documents; children’s stories and books, educational material; touristic brochures; employee manuals, newsletters and presentations.

2008-2010 Project Manager, Eriksen Translations Inc.

- Act as a project lead – establish the proper project steps and procedures (workflow).
- Oversee all phases of assigned projects including management of cost, quality, and schedules.
- Assemble and supervise relevant teams of linguists for each project ; communicate and negotiate with vendors around the world.
- Provide quality assurance on all projects.
- Document relevant project information, issue purchase orders, and ensure all relevant project activity is properly recorded.
- Maintain cordial relationships with clients and vendors.

2007-2008 Senior Coordinator of the Training Department, Apex a Sykes Company.

- Organization, follow-up and assessment of trainers, training activities, standardized procedures; task assignment; collection and creation of training materials.
- Metrics analysis, evaluation of needs and new training proposal and execution.
- Creation of action plans for different employee groups.
- Updating and management of communication portals for all employees.

2003-2007 Senior Trainer and QA Analyst, Apex a Sykes Company.

- Training and coaching of new hires; upskilling of employees.
- Quality monitoring.
- Cooperation in the creation of action plans for different employees groups.
- Implementation of quality-oriented action plans.

2000-2002 English language teaching for private clients and at several institutions

EDUCATION

2010	Portuguese course: preparation for CELPE-Bras exam
2008	Programa Universitario en Equipos de Trabajo – Universidad Blas Pascal and Sykes
1998-2004	Portuguese courses
1995-2000	Bachelor's Degree in English / Spanish Translation National University of Cordoba, Argentina.

SKILLS

- Organized and detail-oriented.
- Able to multi-task, problem solve and prioritize.
- Dedicated, perceptive and able to work under pressure and meet deadlines.
- Good team player with positive attitude.
- Able to lead and make decisions for the team.
- Excellent communicator.
- Able to consult with clients, identify requirements, and present technical information clearly, both orally and in writing.

COURSES & SEMINARS

2009	6th Language & Technology conference, organized by IMTT translation and training
2008	Seminar on medical translation by Fernando A. Navarro, organized by Ocean Translations
2003	Workshop on legal translation dictated by Marta Baduy
2002	Primeras Jornadas Argentinas de Actualización Profesional sobre Traducción e Interpretación organizad by FAT
2002	Participation in “Debates on Translation” organized by English Translation Graduates at the National University of Cordoba
2001	Third Latin American Congress on Translation and Interpreting: “From Babel to the Internet”
2001	Teaching Business English and BEC exams dictated by Patricia Bianco
2001	Readers as a basis for communication dictated by Adriana Turrín
2001	Smart reading dictated by Jim Rose
2000	Linguistic features and literary effects dictated by Dr. Henry Widdowson PhD.
1999	The language we use dictated by Joss Heywood
1999	Introduction to terminology dictated by Lic. Rodolfo Alpízar

COMPUTING

Hardware Pentium IV
Windows - Office 2003/2007, Internet Explorer, Adobe Acrobat Professional
TRADOS 6.5 & 7 - Workbench, TagEditor, Multiterm
Xbench – WordFast – Abby FineReader 8.0
Internet connection – broadband (3 MG)

REFERENCES

Upon request

HOBBIES

Swimming; reading.