



San José, Costa Rica
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LANGUAGES



Mother tongue



EDUCATION



Master of Arts, English to Spanish translation.
 Universidad Nacional. (in progress)



Bachelor of Arts, English Translation, Cum Laude.
 Universidad Internacional de las Américas (2014).



Bachelor of Arts, Interior Design, Universidad Creativa. (Unfinished).



Technical Degree, Bilingual Call Center Operator, Universidad Latinoamericana de Ciencia y Tecnología (2006)

Vanessa Chinchilla Campos

English < > Spanish Freelance Translator for more than 3 years. Master of Arts in Translation (in progress) at Universidad Nacional (Costa Rica). Fast learner, well organized, results-oriented, proficient in Word, Excel, Access, PowerPoint, Outlook, Lotus Notes, Internet, FONT and SAP. SmartCat user.

WORK EXPERIENCE



Bank of America



Freelance Translator (2015- to the present)

Translation and proofreading of technical and non-technical documents. The type of documents translated include but are not limited to: letters, emails, budgets, project proposals, manuals, catalogs, surveys, reports, databases, flyers, audio and video transcriptions, commercial labels, and memorandum of understanding.

Bilingual Receptionist/Office Assistant. IICA (2009-2018)

In charge of making and receiving calls, update the personnel's web directory, create purchase requests, prepare payment authorizations to suppliers and make telephone expense reports. In addition, responsible for the translation of certain documents for the Services and Administrative Support

Customer Service Agent. BA Continuum Costa Rica Ltda. (Bank of America) (2008-2009)

Responsible for calling insurance companies and agencies of the United States to update databases.

Customer Service Representative. Hewlett Packard (HP) (2006-2008)

Responsible for coordinating services with the field engineers and subcontractors by telephone calls and emails, besides providing service to end users. In addition, I actively

Others:

Volunteer Work, Sisters of the Good Shepherd, Province of Central America

Translation from English to Spanish and viceversa of project proposals and documents such as letters, databases, and