

Résumé of Victor Lujan
B.Sc in Applied Linguistics & Certified Translator (Mexico Tribunal Courts)

U.S. MAILING ADDRESS:
PMB 344 - 500 W. University Ave.
El Paso, TX 79968-0001
1-915-850-6257 - mobile
victor.lujan@gmail.com

Areas of Expertise:

Text Translation / Proofreading / Project Management / Simultaneous Interpretation

Languages of Expertise (Americas' Market):

English (US), Spanish (Mexico & Latin America) / Portuguese (Brazil) / French (Canada & France)

Education:

Bachelor's of Science in Applied Linguistics from the University of Texas at El Paso (El Paso, USA, 1990)

Translation Samples (enclosed):

Work Experience:

Over 15 years professional experience translating for the following diverse industry corporations:

BRP – Bombardier
G.E. Capital
Xtreme Coil Drilling

Latino Biz (magazine)
Plexus (EMS)
Pemex

Canada Ministry of Transportation
G.E. Healthcare
Bristol Mayers

Field of Expertise:

• **Energy (Oil & Gas)**

ISO Registrations, quality manuals, internal audit and management documents, applications, reports and quality management system outputs, procedural, control, responsibilities and facility layout documents, corrective action communications, compliance specification and adherence documentation, etc.

• **Engineering (Process, Industrial, Electrical, Mechanical and Automotive).**

Textbooks, reports, operating manuals, schematics, minutes of meetings, tenders, proposals, chemical datasheets, safety instructions, environmental texts, etc.

• **Financial**

Financial reports, contracts, bank statements, reviews, audits, etc.

• **Healthcare & Medical**

Health records, audio and video tapes, emails, facsimiles, images (photographs and diagrams), observation charts, check lists, communication books, shift/management reports, incident reports and clinical anecdotal notes or personal reflections, policies, procedures and protocols, critical incident / occupational health and safety reports, statistical and research data, reports related to service and funding agreements, staffing rosters, personnel files, performance appraisals, clinical assessments, published reports/papers

• **Hospitality**

Menus, Training Manuals, Operations Manuals, Employee Handbooks, Company Policy, Newsletters, Business Correspondence, etc.

• **Information Technology**

Software manuals (technical or general), handbooks & user manuals (computer, modem, printer, scanner, soundcards), websites/homepages, HTML, etc.

• **Legal**

Commercial contracts, warranties, approved official documents, import and export permits, etc.

Computer Skills:

Windows XP, Microsoft Office XP, Acrobat 6, Framemaker 7, Pagemaker 7, Quarkxpress 5, InDesign, AutoCad, TRADOS, SDLX,

References:

- Xtreme Coil Drilling (Oil & Gas) – Martin Ramirez – Corporate Controller – 281-994-4614
- Capgemini – Steve Rudderham - VP Client Engagement - 1-312-479-2692
- Pitajungle - Kenny Holmes - VP of Human Resources - 1- 602-524-8707
- LatinoBiz Magazine - Greg Vaquera - Editor - 1-817-881-4734