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| Roxana González Mendoza Calle San Miguel 2101, Estado de México,54720 Méxicoesmx\_translator@outlook.comroxy.gonzalez.0902@gmail.com |
| Summary | * Proven achiever, detail oriented, with exceptional knowledge of the Mexican industry and international markets.
* Strong marketing and business background combined with near native and native fluency in English and Spanish, respectively.
* Skilled at learning new concepts quickly, working well under pressure, and communicating ideas clearly and effectively.
* Extensive computer training, including ample experience using CAT tools (Trados, Wordfast, MemSource, XTM Cloud, etc.); as well as a broad knowledge of multiple networking environments and business software packages.
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| Education | Master Degree in Business Administration Edinburgh Business School, Heriot-Watt University-Distance Learning Modality | 2012 |
| B.A. Degree in International Relations Universidad Doctor Emilio Cárdenas, Tlalnepantla de Baz, MéxicoConcentration in law and international trade; graduated cum laude with a 3.7 G.P.A. | 2005 |
| CPE (Certificate of Proficiency in English) – Level C2, Grade BUniversity of Cambridge ESOL Examination at the **British Council**, Mexico City | 2008 |
| Completion of Intensive Language Training ProgramBerlitz Institute, Mexico City | 2007 |
| Hospitality Management Certificate eCornell University | 2004 |
| **Career History****& Accomplishments** | Freelance Translator, Diverse Clients Specialization: Business general, finance, marketing, legal, technical, medical and pharmaceutical. | 2006 - To date |
| Freelance Data Preparation (Coding), *Diverse Clients**Analytical analysis of quantitative and qualitative data of open-end responses within surveys.* | 2006 – To date |
| Freelance Search Engine Evaluator, *Appen Butler Hill**Part of a global team dedicated to improving the quality of one of the largest search engines of the world.* | 2006 – To da6e |
| Administrative Assistant/In-house Translator, Liverpool Department Stores, Corporate Headquarters, Mexico City* Translated corporate communications and marketing materials from Spanish into English for Liverpool’s international vendors and customers. Translated business meeting minutes, letters and emails, from international partners and the website.
* Handled administrative functions for the Board of Directors, including handling their meeting, business travel and appointment agendas.
* Assisted in preparing contracts and sales proposals for international vendors and customers.
* Greeted incoming English speaking visitors and callers, and interpreted business meetings English into Spanish and vice-versa.
* Left the company to be able to take care of my newborn baby. Since then I have been focused on working as a freelance on-line language and cultural consultant/translator/coder/web evaluator and obtaining my Master’s Degree.
 | 2005 – 2006 |
| Receptionist/Sales Assistant, Hyatt Regency, Mexico City.* Worked directly with the Business Development Manager analyzing business opportunities to identify prospects and evaluating them.
* Maintained relationships with clients by providing support, information and guidance.
* Researched and wrote marketing and feasibility reports.
 | 2004 - 2005 |
| **Daily Output** | 5,000 words |
| **Rates** | Translation – $0.10 USD per source word Hourly Rate ­– $25.00 USDMinimum Charge – $20.00 USD  |
| **References and sample translations available upon request.** |