



Heidi J. Golicz-Miranda, M.Ed., M.A.

**Freelance Foreign Language Desktop Publisher
Serving Translation Companies Since 1996**

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Executive Summary

- **Specializing in Foreign Language Desktop Publishing (DTP)**
 - **More than 19 Years of Full-Time DTP Experience**
 - **5,500+ Projects Completed to Date**
- **Page Layout and Design, Typesetting, Multilingual Layout Troubleshooting**
- **Production of Documents in All Languages from Albanian to Yoruba and More**
- **InDesign, QuarkXPress, FrameMaker, Illustrator, Photoshop, Visio, AutoCAD**
 - **Latest and Legacy Software Versions on MAC and PC**
- **ADA/Section 508 Compliant PDF Creation for the US Market**

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SERVICES

Page Layout and Design, Typesetting, Multilingual Layout Troubleshooting, Desktop Publishing
Specializing in foreign language desktop publishing (DTP) and the production of documents in all languages, on MAC and PC, using all currently available commercial software applications.

In-depth knowledge of the nuances of multilingual formatting and specific language technical requirements as well as ADA/Section 508 Compliant PDF creation.

APPLICATIONS - WINDOWS/MAC

Acrobat, Adobe InDesign, AutoCAD, CorelDraw, Dreamweaver, Excel, Flash, FrameMaker, Freehand, FrontPage, Illustrator, MS Publisher, MS Word, PageMaker, Pages, PhotoPaint, Photoshop, Poedit, PowerPoint, Quark Passport, QuarkXPress, Ventura, Visio, WordPerfect

LANGUAGE CAPABILITY

Albanian, Arabic, Armenian, Bahasa, Bulgarian, Burmese, Cambodian, Chinese, Creole, Croatian, Czech, Danish, Dari, Dutch, English, Estonian, Finnish, French, German, Greek, Gujarati, Hebrew, Hindi, Hmong, Hungarian, Igbo, Indonesian, Italian, Japanese, Kannada, Karen, Khmer, Korean, Lao, Latvian, Lithuanian, Maltese, Malayalam, Norwegian, Pashto, Polish, Portuguese, Punjabi, Romanian, Russian, Serbian, Sindhi, Slovak, Slovenian, Somali, Spanish, Swahili, Swedish, Tagalog, Tamil, Thai, Turkish, Twi, Urdu, Vietnamese, Yoruba. Other languages upon request

PRICING

Based on the length of the document, complexity of the layout and whether the project requires original layout design or overwriting an existing English layout with the foreign language version of the document. Estimates free of charge.

SELECTED PROJECTS COMPLETED

Military Training Manuals

Description: Design and layout of 3 manuals totaling 1000+ pages including illustrations, tables and photos to mirror English pdf files; no original source file available.

Platform/Application: Macintosh/InDesign, Adobe Illustrator, Adobe Photoshop, and Acrobat

Languages: Dari

Monthly California Lottery Sell Sheets

Description: Ongoing project, 4 years+

Platform/Application: Macintosh/InDesign

Languages: Arabic

SELECTED PROJECTS COMPLETED (continued)

Lift Equipment Operating and Service Manuals

Description: Original layout design of 3 manuals totaling 268 pages including placing and localizing illustrations, schematics, tables and photos
Platform/Application: Macintosh/FrameMaker, Adobe Illustrator, Adobe Photoshop, and CorelDraw
Languages: German

Major University Website

Description: Localize 100+ html files for Spanish website, create website buttons
Platform/Application: Windows/Dreamweaver, Flash, Photoshop
Languages: Spanish

Pharmaceutical Company Package Inserts

Description: Layouts between 8 and 100 pages in length
Platform/Application: Windows/Quark, Illustrator and Photoshop Graphics
Languages: Spanish, Italian, German, Portuguese and French

National Cancer Association

Description: Anti-Smoking Campaign brochure and wallet cards
Platform/Application: Windows/Quark and Illustrator
Languages: Khmer, Russian, Spanish, Vietnamese

State Health Department HIV Materials

Description: Consent for Treatment Forms, assorted Brochures/Pamphlets/Flyers
Platform/Application: Macintosh and Windows, QuarkXPress and PageMaker
Languages: Chinese, Creole, French, German, Greek, Italian, Lao, Polish, Portuguese, Russian, Spanish, Twi, Vietnamese, and Yoruba

Environmental Protection Agency Newsletter

Description: Assorted 2-4 page newsletters
Platform/Application: Macintosh/InDesign, Photoshop, Illustrator
Languages: Arabic, Armenian, French, Haitian Creole, Hindi, Italian, Japanese, Korean, Polish, Portuguese, Russian, S. Chinese, Spanish, Thai, T. Chinese, Vietnamese.

Medical Instrument IFUs

Description: Manuals ranging in length from 10 to 250+ pages
Platform/Application: Windows and Macintosh/FrameMaker and InDesign, Illustrator, Word
Languages: Arabic, Bulgarian, Croatian, Czech, Chinese, Danish, Dutch, English, Estonian, Finnish, French, German, Greek, Hebrew, Hungarian, Italian, Japanese, Korean, Latvian, Lithuanian, Maltese, Norwegian, Polish, Portuguese, Romanian, Russian, Serbian, Slovak, Slovenian, Spanish, Swedish, Turkish.

US Government Aid Organization

Description: Create localized logos and layout brochures
Platform/Application: Windows/Illustrator, Quark
Languages: Albanian, Amharic, Arabic, Burmese, Croatian, Farsi, French, Greek, Haitian Creole, Hebrew, Hmong, Igbo, Italian, Japanese, Khmer, Korean, Lao, Lithuanian, Macedonian, Polish, Portuguese, Russian, S. Chinese, Serbian, Somali, Spanish, Tagalog, T. Chinese, Thai, Turkish, Vietnamese, Yoruba.

EDUCATION

M.A., Counseling Psychology, University of Connecticut, 1983

M.Ed., Educational Psychology, University of Virginia, 1981

B.A., Major: Psychology, Minor: Russian, College of the Holy Cross, 1980

WORK EXPERIENCE

FOREIGN LANGUAGE DESKTOP PUBLISHER - January 1996 - Present

Idiomas, LLC

Clinton, CT

YOUTH SERVICES COORDINATOR - September 1991 - April 1997

Town of Rocky Hill

Rocky Hill, CT

STAFF THERAPIST - August 1990 - June 1991

South Bay Mental Health Center

Plymouth, MA

PARENT AIDE PROGRAM SUPERVISOR - June 1989 - July 1990

Coordinated Crisis Intervention Program

Meriden, CT

EDUCATIONAL COORDINATOR/THERAPIST - August 1988 - May 1989

St. Teresa's Home

Fort Worth, TX

CLINICAL TEAM LEADER - September 1987 - May 1988

Mental Health Services of Upper Pinellas, Inc.

Clearwater, FL

YOUTH SERVICES COUNSELOR - December 1984 - July 1987

Town of Wethersfield

Wethersfield, CT

INTAKE COORDINATOR - March 1984 - November 1984

Family Service Association

New London, CT

PUBLICATIONS

Golicz, H.J. "Use of the Estes Attitude Scales with Gifted Underachievers," *Roepers Review*, 1982, 4, 22-23.

Richards, H.C., Gaver, D., and Golicz, H. "Academically Unpredictable School Children: Their Attitudes Toward School Subjects," *Journal of Educational Research*, 1984, 77, 273-276.

Krugman, M., Kirsch, I., Wickless, C., Milling, L., Golicz, H., and Toth, A. "Neuro-Linguistic Programming Treatment for Anxiety: Magic or Myth?," *Journal of Consulting and Clinical Psychology*, 1985, 53, 526-530.

LANGUAGES

French, Russian, Spanish