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| Roxana González Mendoza  Calle San Miguel 2101,  Estado de México,  54720 México  esmx\_translator@outlook.com  roxy.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. | |
| 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, México  Concentration 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 B University 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 USD  Minimum Charge – $20.00 USD | |
| **References and sample translations available upon request.** | | |