

Leonardo Durán

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www.durantranslations.com

10+ years of translation experience
ATA-certified from German into English

Professional translation and editing from:

- German to English (ATA-certified)
- Spanish to English

Preferred subject areas:

- Business: management, finance, economics, marketing, press releases
- Technical: IT user manuals, energy, architecture
- Legal: contracts/agreements, leases
- Medical: clinical trials, patient information and records, pharmaceuticals
- Academic: history, culture, art, linguistics

Education

BS in Business (Finance & International Business), University of Colorado at Boulder, 1997-2001

Certificate in Translation, English/Spanish, Hunter College, New York, NY, 2007

Certification

Certified by the American Translators Association (ATA) in German to English translation

Languages and background

English: native, raised and educated in the US (primary target language)
German: near-native, 6 years of formal study, lived in Germany for 2 years
Spanish: native, raised in a Spanish-speaking home, advanced writing skills

French, Portuguese, Italian: advanced reading skills

Translation work experience

Freelance Translator

German to English, Spanish to English

02/2008 – present

Operations/Senior Project Manager, Translator and Editor

Foreign Translations, Inc., Greenville, SC (based in New York City and Akron, OH)

02/2004 – 01/2008

- Responsible for translation production in multiple languages, including: translator selection, assignment of projects to translators, quality control, project delivery, client satisfaction, billing
- Translated and edited texts from German and Spanish to English, as well as English to Spanish.
 - End clients for translations included:
 - Smithsonian Institute (artwork lending agreements, DE>EN)
 - Deutsche Bahn (confidentiality agreements, DE>EN)
 - Feinstein Kean (patient information for pharmaceuticals, SP>EN)
 - Wilkes Bowers (corporate documents for lawsuit, DE>EN)
 - RHS&A (management theory articles, SP>EN)
 - Anodyne Therapy (medical equipment, SP>EN), and many more.

Translation work experience (continued)

In-house Translator, Business English Instructor

03/2002 – 03/2003

Dr. Beckers & Partner, Munich, Germany

- Translated legal, medical, pharmaceutical and marketing texts from German into English for top-level clients such as GlaxoSmithKline, Lilly, Amazon.com and Wrigley's
- Edited translations of non-native speakers for grammar, accuracy, suitability of vocabulary and expression
- Independently created instructional materials for Business English, Spanish and intercultural business training
- Taught Business and Technical English as well as intercultural business behavior at top firms such as Deutsche Telekom and Swiss Re

European Research Analyst/Translator

02/1999 – 05/2001

Financial Times Energy (now Platts), Boulder, Colorado, USA

- Researched and translated operational and financial data for energy companies in Germany, Switzerland and Austria from German into English
- Followed events and trends in the European energy market through local media
- Performed data analysis, consistency and accuracy checks using SQL

Corporate and military work experience

Analyst, Management Consulting

09/2001 – 03/2002

Accenture, Munich, Germany

- Participated in a risk management project for the largest energy corporation in Germany as part of the Risk Control team (in German)
- Drafted guidelines and objectives for risk reporting as well as sample reports in German
- Assisted in the creation and editing of project texts and presentations in German

U.S. Coast Guard

07/1992 – 06/1996

Honolulu, HI; Petaluma, CA; Chincoteague, VA

- Handled radio and written communications for search and rescue operations, often in high-stress, life-threatening situations
- Responsible for handling classified materials, approved for Top Secret security clearance

Software and computer skills

- SDL Trados Studio 2009, SDL Trados 2007
- Transit NXT
- MS Office 2007
- PC & Mac platforms
- Expert online researcher