



OREGON TRANSLATION

Virginia Anderson, Owner & Translator

www.oregontranslation.com

Toll Free +1.855.OR.TRANS

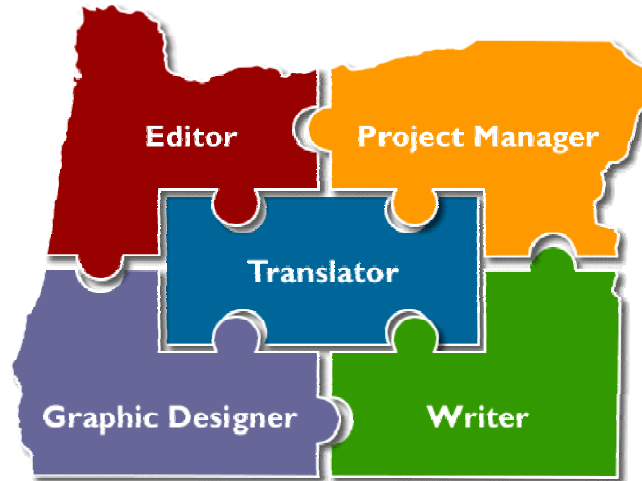
Metro +1.503.914.1119

Fax +1.503.575.9168

921 SW Washington St., Suite 264,
Portland, Oregon 97205 USA

Looking for more than a typical translator?

Look at Virginia Anderson's cross-disciplinary training in the translation industry:



Translator: Fifteen years of professional experience translating **French<>English** and **Spanish<>English** for a global clientele. Translation is what I love: the thrill of the learning experience that goes into every new project, the power of words to communicate on behalf of someone else, the ability to bring people together and bridge cultural and language barriers. The attached CV includes examples of recent work in my core areas of expertise:

- Business
- Legal
- Marketing
- International Aid
- Web & Hi-Tech
- Telecommunications
- Financial

Writer: Proven **excellence in writing** marketing copy, technical documentation, and abstracts through the many custom assignments I have crafted for direct customers.

Editor and Proofreader: A thorough editor trained to **polish your writings** and translations to bring out the author's original message in a flavor that will seize the attention of the target reader.

Project Manager: A decade as the owner of a translation company gives me a unique perspective on serving customers' comprehensive multilingual needs with **high quality, efficiency, and on-time deliveries**. This experience is bolstered by the initiative I took in founding and spearheading a T&I association to serve all levels of the Oregon language industry.

Graphic Designer (Print and Web): I have attained advanced experience with MS Office tools, Acrobat and PDF manipulation, and HTML editing. When you need something more, I offer you an elite pool of **formally trained graphic designers**, a Web development firm, and a print shop with which I frequently partner to round out my offering of language services.

Sound like the right blend of skills for you?

Contact Oregon Translation today to find out how I can serve you!

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Languages

Native: **English**

Fluent: **French and Spanish**

Translation Specialties

- Business
- Legal
- Marketing
- International Aid
- Web & Hi-Tech
- Telecommunications
- Financial

Translation & Localization Experience

Translator & Editor French <> English and Spanish <> English.

Independent (1996-1998). Canvas Dreams, LLC (1998-2006): Co-founder of Canvas Dreams, where my official title was Translator plus Translation Director. By 2006, we spun off the translation division in order to clarify branding and refocus our core competencies.

Oregon Translation, LLC (2006-present): Sole owner of a translation company – through which I sell my own services as a translator plus manage comprehensive language projects in 30+ languages. Recent translation work:

- **Business:** Standard operating procedures, Sales forecasts, Requests for proposals, Articles of incorporation and bylaws, Shareholders' meetings, Total Quality Management documentation, Employee handbooks, Corporate training materials, Construction contracts for bridges and buildings;
- **Legal:** Regulations and excerpts of Civil or Corporate Code, Trial briefs and court rulings, Patent infringement cases, Commercial leases, Insurance policies, Due diligence reports, Zoning ordinances, Vehicle purchase agreements, Employment contracts, International adoption paperwork, Discovery documents, Vital Statistics records;
- **Marketing:** Press releases for the European Union, Software case studies, Marketing brochures for email services, Packaging for toys and games, Sales presentation for real estate development project, Market research reports, Packaging for cosmetics and Cartier jewelry;
- **International Aid:** 350,000 words for the Global Fund to fight AIDS/TB/Malaria, World Vision, and the U.S. State Department (USAID) in the form of grant applications, detailed project descriptions, budget reports, project evaluations, patient interviews, and requests for proposals all pertaining to controlling disease, health systems strengthening, micro-finance, and social assistance in Africa and Latin America;
- **Web & Hi-Tech:** Multiple localized Web sites, Digital camera instructions, Proposal for corporate IT infrastructure, Web site programming specifications, Contracts conferring authority from government to domain registrars, Xbox game reviews, Software user licenses;
- **Telecommunications:** Technical plans to overhaul the telecommunications infrastructure in a South American capital city, Mobile phone contracts, EU regulatory reports regarding anti-trust laws within the broadcast, fixed-line and cellular phone industries in Spain, France, Hungary, and the Netherlands;
- **Financial:** Annual reports, Tax adjustments, Financial pledges, Insider trading investigations by the SEC and COB, Audits, Corporate credit card contracts, Bank regulations, Loan agreements, Money laundering policies, transcribe & translate documentary films about micro-finance training.

Translation Director: (viaLanguage 2000-2001, Canvas Dreams 2001-2006, Oregon Translation 2006-present) Work with clients to define their translation and localization needs. Write detailed proposals and realistic estimates. Recruit, contract, and manage



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Translation & Localization Experience (continued)

translators, who are handpicked to meet each client's specific needs. Manage projects with a broad scope: concurrent translations for up to 27 languages, print design & printing, multilingual Web sites, audio recording, transcription, etc. Ensure smooth transitions throughout the project life cycle and full compliance with expectations for deliverables. Establish and enforce project schedules. Swiftly mediate and amicably resolve disagreements with clients and among team members in the best interests of ensuring a quality deliverable and fairness for all parties.

Bilingual Writer: (1998-present)

Canvas Dreams: Write marketing copy for use on the company Web site and print collateral. Assist Canvas Dreams customers with drafting content for their Web sites (being created and/or hosted by Canvas Dreams).

Accenture: Created marketing materials describing software consulting work in Latin America and Iberia. Interviewed software consultants (in Spanish), collected and reviewed documentation (in Spanish, English, or Portuguese), wrote case studies (in English) with accompanying executive summaries.

Localization Consulting and Quality Assurance Testing: (Emerald Solutions 1999-2000) Analyzed technical, linguistic, and cultural requirements for localization tailored to the client's specific industry and project goals. Wrote technical documentation and reports about the localization process as part of training engineers. Ensured compliance with system requirements for software and Web applications. Developed and maintained bug tracking systems. Wrote and implemented use cases, test scripts, and weekly status reports.

Bilingual Corporate Trainer/In-house Translator (Monrovia 1997-1999) Trained employees on Total Quality Management, leadership skills, and new enterprise resource planning (ERP) software. Wrote and translated training materials, meeting minutes, reports, and other business and agricultural documents between Spanish and English. Translated documentation and help files for ERP software from English into Spanish and provided Spanish interpreting during training sessions. It took creativity to balance the language on a level that used correct, technical vocabulary and yet remain understandable by people with no computer experience.

Memberships

Associated Linguists of Oregon (ALO), Founder and President

American Translator's Association, Active member #221761 (since 1998)

Corporate member #247094 (since 2005)

- **Nominee for ATA Board of Directors in 2011**
- French Language Division, Spanish Language Division, Translation Company Division, Science and Technology Division

Association of Language Companies (ALC)

Northwest Translators and Interpreters Society (NOTIS)

Alliance Française de Portland, Organizational Member

Green America & Green Business Network, Approved Member (green certified)

Portland Female Executives

Licensed Amateur Radio operator since 1991: KC6WPJ



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Education

Bachelor of Arts in French, minors in **Spanish & European Studies**:

Linfield College, Oregon; graduated Cum Laude in June 1997

Certificate in Spanish Studies: Forester Instituto Internacional, San José, Costa Rica, Summer 1996

Certificate in French Studies: Centre d'Études Françaises of the Institute for American Universities, Avignon, France, 1995-1996

Diplôme d'Études en Langue Française (DELF, Level B2): French Ministry of Education, February 2007

Continuing Education

2011: "Localization QA Testing for Translators," ALO, **Presenter**

2011: Event Coordinator for a dinner to welcome the ATA Board Members to Portland and promote Portland as a host city for ATA Conference. Event encompassed ATA, ALO, and NOTIS members from across Oregon and Washington.

2010: "Relationship-building for Translators and Project Managers," **ATA Annual Conference Speaker**

2001, 2002, 2005, 2007, 2010, and 2011: **American Translators Association**, Annual Conference (4 days per year, packed with practical seminars)

2010: Wordfast software training, ALO, Event Coordinator

2010: Green Festival San Francisco (2 days)

2009: Business Leader NW Conference (2 days)

2008: "Environmental Translations," ALO, Event Coordinator

2008: "French Immigration" & "Real Estate Transactions in France," Alliance Française

2007: **Diplôme d'Études en Langue Française**, Ministère de l'Éducation, France

2006: "Editing Translations using Text-to-Speech Software," ALO, Event Coordinator

2005 and 2006: ALO Job Fairs for T&I Professionals, Event Coordinator

2005: "Intro to Computer-Aided Translation Tools," ALO, **Presenter**

2005: "Medical Terminology in Judicial Interpreting," Portland Community College

2005: **Guest speaker** in a Master's level Translation Course, Portland State University

2004: "Diplomatic Interpreting," ALO, Event Coordinator

2004 "Legal Translation and Interpreting Seminar," ATA & SCATIA (2 days)

2004: **Guest speaker** on translation at Beaverton High School's career fair

2004 "Translator's Toolbox," Oregon Judicial Department, Event Coordinator

2003 "Running a Small Business," ALO & Small Business Admin., Event Coordinator

2003 "Controlled Chaos: A Project Manager's Perspective," ALO, **Presenter**

2002: "Computer-Aided Translation Tools," NOTIS, Event Coordinator

2002 ATA Portuguese Language Division's Spring Meeting (2 days) invited as a **guest speaker on Translation Project Management**

2002 "Increasing Translation Productivity," Bellevue Community College

2000 "Trados training: WinAlign & Termbase," online training

1998 "Hispanic/Latino Patterns of Communication," Summer Institute for Intercultural Communication (intensive week of graduate coursework)



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Tools & Resources

Hardware: Own **secure data center**, secure **FTP** server, color laser printer, tabloid scanner with OCR software, audio recording booth and equipment.

Software: MS Office 2010 Professional; ABBYY PDF Transformer; **DéjàVu X2**, **WordFast** Pro 6.0; InqScribe (transcription & subtitling tool); **Adobe CS5:** InDesign, Illustrator, Photoshop, Acrobat, Dreamweaver, Flash, Premier, Captivate, Audacity,

Library of 100's of dictionaries for legal, telecommunications, computer technologies, international politics, accounting and finance, civil engineering, marketing, and more.

Custom glossaries and translation memories I created in the fields of finance, legal, business, international aid, and health systems strengthening.

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