



## CAROL MALDONADO VALENCIA

Member of the ATPP - Peruvian Association of Professional Translators

Certified English - Spanish Translator & Interpreter

Valid US Business Visa B1 – (2015-2025)

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### SUMMARY

Bilingual Professional with Management and Translations background. 13 years of Experience as Executive Assistant/Office Manager to C-Level Directors in Leading Mining, Oil and Energy corps. 14 years of Experience as Cultural Broker, English - Spanish Translator, Text Editor, Transcriber, Linguistic Validations, Phone and Onsite Interpreting Services: Consecutive and Simultaneous Interpretation, liaison interpreting for B2B meetings, Workshops, Interviews, Presentations for foreign delegations, embassies and consulates, diplomatic missions and commercial negotiations. Global Sourcing and localization, Research, Consultancy and Project Management. Absolute Command on English and Spanish, Written and verbal fluency in French, Basic knowledge of Italian & Portuguese. Computer literate: Microsoft Office and SAP.

#### Interpretation & Translation Services

PERU-USA-UK • 2005-Ongoing

Oversee company needs, handle daily business issues, manage company associations, and recognize business opportunities. Providing services for the following fields:

- Business: Financial, Banking, Information Technology, Accountancy, Economic Development, Commercial, Human Resources, HSE and Marketing
- Life Sciences: Pharma, Linguistic Studies for Medical Trials, Recruitment, Interviewing, Data Analysis, Recording, Transcribing and Medical
- Legal: Civil, US Immigration, Family, Criminal Matters, Contracts and Depositions
- Technical: Mining, Nuclear Energy, Defense, Oil and Gas
- Engineering: Manuals, Datasheets, Technical Documents, Contracts and Proposals
- Certificates: College Transcripts, Birth, Marriage, Divorce, Property and Business Registries, Statements and Affidavits

### Professional Experience

#### APOYO COMUNICACIONES

Lima, Peru • Virtually

- **Independent Translator:**

July 2018 – Ongoing

ENG <> SPA Translations for Creative Redactors, Project Consultants, General Management and Presidency areas. Documents such as Presentations, Reports, Transcreation, Press Releases, Marketing Strategies and Proposals for diverse clients and portfolios.

#### ELMURA LINGUISTICS INC.

Florida, US

- **Independent Interpreter:**

Sep – October 2018

ENG<> SPA Simultaneous & Consecutive Interpretation services for:

Legal Depositions at law firms (criminal and civil).

Medical: Work with patients who speak limited English to help them communicate with medical staff in Hospitals and Clinics.

<b>CORPORATE TRANSLATIONS, INC.</b> <i>rebranded as RWS Life Sciences, Inc.</i>	East Hartford, CT – Virtually September 2017 –Ongoing
<ul style="list-style-type: none"> <li>• <b>Freelance Medical Translator:</b> ENG SPA translator for Pharmaceutical, Biotech, and Medical industries. Clinical Trials, Linguistic Validation of Clinical Outcomes Assessments (COAs) –therapeutic areas, Regulatory Affairs, Medical Device, Patient Reported Outcomes (PRO) Instruments such as Questionnaires and Patient Diaries, Proofreading, Medical and Pharmaceutical Translations.</li> </ul>	
<b>GIBSON RESEARCH &amp; INFORMATICS SERVICES LTD</b>	Leeds, UK • Virtually
<ul style="list-style-type: none"> <li>• <b>Consultant Linguistic:</b> Linguistic Validation through Patient Recruitment &amp; Interviewing for market research, Clinical trials, and Qualitative Data Analysis. Interviewing, Recording and Audios Transcription.</li> </ul>	Aug 2012 – Ongoing
<b>PERU LNG</b>	Lima, Peru • Virtually
<i>Hunt Oil Company, SK Corporation, Repsol YPF &amp; Marubeni</i>	Jan 2015 – Ongoing
<ul style="list-style-type: none"> <li>• <b>Independent Translator:</b> ENG SPA Oil and Energy Translations for the following areas: General Management, Commercial, Legal &amp; Communications. Documents such as Financial, Legal and Technical Reports, Engineering Contracts, Presentations, Video Transcriptions, between others.</li> </ul>	
<b>RODRIGUEZ &amp; SANABRIA, PLLC</b>	Washington, DC – Virtually
Attorneys at law	March 2017 – June 2017
<ul style="list-style-type: none"> <li>• <b>Independent Translator:</b> Law, Immigration (USCIS, DHS), Criminal and Civil Cases. Translator of Docs: Birth Certificate, Marriage Cert., Divorce Cert., Statements, between others.</li> </ul>	ENG SPA translations for Family

## Education

<b>NEW YORK UNIVERSITY – NYU School of Professional Studies</b>	Spring 2020
Fundamentals of Professional Translation	
<b>UNIVERSIDAD RICARDO PALMA</b>	Lima, Peru • 2014 – 2015
Administration & Management (III semester)	
<b>RTM STAR CENTRE</b>	Florida, USA • April 2000
Management Certificate (Technical)	

## Other Studies / Courses

<b>REGIONAL CENTRE LATIN AMERICA OF THE INTERNATIONAL FEDERATION OF TRANSLATORS</b>	Web Seminar • June 2019
Digital marketing strategies for translators, creation and positioning of the personal brand	
<b>UNITED STATES ARMY CORPS OF ENGINEERS (USACE)</b>	Lima, Peru • March 2016
US Federal Government Award Management System	
<b>U.S. COMMERCIAL DIPLOMATS SERVICE</b>	FL, USA • May 2015
Discover Global Markets: the Americas	
<b>UNITED STATES ARMY CORPS OF ENGINEERS (USACE)</b>	Lima, Peru • May 2015
Industry Day	
<b>PERUVIAN BRITISH INSTITUTE</b>	Lima, Peru • Dec 2006
English Language Teaching	
<b>UNIVERSITY OF CAMBRIDGE</b>	Cambridge, UK • Nov 1995
General Certificate of Secondary Education (GCSE) Spanish as First Language, English as Second Language Extended (with Grade one in Oral Communication), Foreign Language French, Combined Sciences and Economics	
<b>SAN SILVESTRE BRITISH SCHOOL</b>	Lima, Peru • 1983- 1995