



GRACIELA RIPA

◆ TRANSLATOR ◆ RESEARCHER

gracielaripam@gmail.com ◆ 01 (+ 52) 722 344 4432

COURSES

English Translation
English Academic Writing
English - Spanish Contrastive Grammar
Translation Theory and Methodology
Literacy
Grammatical Pedagogy
Education Technology

PROFILE

A diverse and inclusive workplace pools in different strengths, of which my knowledge in the fields of Linguistics and Translation could greatly contribute to your company. I love to learn in a self-taught manner, that is, if I ever lack the knowledge, I make up for it in willingness to learn. I have full confidence in my research capacity, my commitment to my work, my ability to learn quickly and continuously, my writing skills, and my knowledge and command of the English language.

PROFESSIONAL EXPERIENCE

Translator

Holland & Knight LLP
July 2019 - Present Time

Translated, revised, and drafted documents, such as corporate bylaws, legal opinions, contracts, agreements, minutes, resolutions, law publications (English - Spanish, Spanish - English), these documents mostly concerned Corporate Law. I also regularly assist the marketing department with translating, revising, formatting, and drafting award and acknowledgement submission forms for legal directories, such as Legal 500, Chambers & Partners, and Latin Finance, as well as updating and revising the Firm's client marketing materials, translating and updating lawyers' curriculums, and translating, proofreading, and editing articles for HK press releases and the Venezuela Update news column.

Translator and Interpreter

Jones Day
September 2017 - July 2019

Translated, revised, and drafted documents, such as corporate bylaws, legal opinions, contracts, agreements, minutes, resolutions, law publications, (English - Spanish, Spanish - English), these documents mostly concerned Corporate Law. I also regularly assisted the marketing department with translating, revising, formatting, and drafting award and acknowledgement submission forms for legal directories, such as Legal 500, Chambers & Partners, Latin Finance, as well as updating and revising the Firm's client marketing materials, translating and updating lawyers' curriculums, and translating lawyers' articles for their publication on LinkedIn and Facebook. Additionally, I started the online library catalog for the Mexico City office, and participated in the Laredo Jones Day project as pro-bono interpreter and transcriber in cases that assisted immigrant women fleeing from domestic violence, drug trafficking, war, insecurity, etc.

Publications Editor/Writer

MOTIVA (NGO)
November 2017 - November 2018

Platform publication editor for the NGO Social Media websites, helped build the website's platform, and managed the website's content.

Junior Translator

Bello, Gallardo, Bonequi y García (BGBG)
June 2017 - September 2017

Legal translation of documents, such as corporate bylaws, contracts, agreements, minutes, resolutions, law publications, curricula, etc. (English - Spanish, Spanish - English).

Translator

Lithoformas S.A. de C.V.
2013 - 2015

English - Spanish, Spanish - English Translations; instruction manuals and product description documents, mostly freelance work, and very occasionally on-site work at the company, paid per page or project entry.

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LANGUAGES

English (Native)
Spanish (Native)
German B1
Italian B1

EDUCATION

2013 - 2017 **Bachelor of Language Studies (SACS COC certificate) -
Licenciatura en Idiomas**
Universidad de las Américas Puebla
Feb 2018 **Legal-Ease International Seminar for Legal Translators**
Legal-Ease International

SKILLS

Leadership 
Communication 
Programming (Perl) 
Design (Illustrator, Indesign) 
Translation (Trados) 
Critical Thinking 
Creativity 

COURSES

Coursera
English Academic Writing Program (University of California Irvine)
Editing Mastery: Writing to Perfection (Udemy course)
Writing in the Sciences (Stanford)
Introduction to Psychology (Yale University) - currently coursing
Social Psychology (Wesleyan University) - currently coursing