

TANIA CORDERO

Translator



787.568.4902



tania.corderor@gmail.com



linkedin.com/in/tcorderor



Puerto Rico

PROFILE

I have four years of experience as a translator, proofreader, and editor. I aim to collaborate on diverse projects to contribute to my professional development as a translator. I ensure translation or transcreation quality by using up-to-date dictionaries, accurate and trustworthy references, and my translation memories and glossaries.

EXPERIENCE

Freelance translator

Jan 2019 – Present

- Localization of website content up and running successfully that met the client's deadline.
- Translation and editing of humanitarian aid and economic assistance guidelines for businesses and nonprofit organizations.
- Presentation of reports, guidelines, presentations, and other documents accessible to Spanish-speaking staff members, collaborators, or grantees.
- Creation of visual elements, such as infographics, to present translated and edited content.
- Translation and proofreading contracts and proposals.
- Translation of films, documentaries, and other audiovisual captions for academic institutions and nonprofit and social justice organizations.
- Collaboration in producing award-winning short films by providing subtitles for English and Spanish-speaking audiences and meeting the nonprofit and social justice organizations' deadlines.

Global Language Strategies

Freelance Translator

Jan 2023 - Present

- Certified English translations of birth certificates, marriage, and divorce certificates.
- Certified English translations of school, or college transcriptions and diplomas.
- Consistently adhere to USCIS requirements.
- Adaptation while accurately assessing the context of material and translating appropriately.

Propio Language Services

Translator and editor

Dec 2020 – Oct 2022

- Translation and editing of product descriptions, guidelines, and training materials.
- Application of cultural understanding to transcreate the meaning of advertising material.
- Reviews and proofreading for all translated documents of medical insurance such as Notice of Privacy Practices.

NUC University

Translator and editor

Mar 2021 – May 2022

- Translation of course curriculum content for successful use by foreign-speaking students.
- Proofread and edited academic content, including course plans, syllabi, study, and multimedia material.
- Collaboration directly with content creators and instructional designers.
- Discussions with subject matter experts and colleagues to establish a precise understanding of special terms and translate them appropriately.
- Support the design team during developing and revising Spanish and English study materials.
- Experience with content management systems.

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SKILLS

I help my collaborators to:

- Perform in-depth reviews of English and Spanish texts and made edits and changes when necessary.
- Maintain consistency of voice and style.
- Pay attention to detail and able to identify spelling and punctuation errors.
- Identify and suggests edits to improve content.
- Apply cultural understanding to discern specific meanings beyond writing words.
- Perform research and use trustworthy resources to provide accurate translations and verify facts to make edits accordingly.
- Implement best practices for translations, adaptations, and quality assurance reviews for print and digital content.
- Use of subtitle-software interface to synchronize closed-captions scripts and subtitles.
- Perform the ins and outs of most features and advanced customization options of Microsoft Suite.
- Create presentations, brochures, or any other visual elements to provide information in a creative way.
- Review user documentation, training, and study materials.
- Use translated memory software (CAT tools) to verify consistency or translation within documents and improve efficiency.
- Provide customer support by improving communication between parties.

EDUCATION

Master's degree in Translation 2016 - 2020

Graduate Program in Translation

University of Puerto Rico

Río Piedras

Bachelor's degree in Management 2005 - 2012

School of Business Administration

University of Puerto Rico

Bayamón

Complementary education

Interpretation and Translation 2016

American Sign Language

University of Puerto Rico & Servicios orientados al sordo inc.

San Juan, Puerto Rico

LANGUAGES

English and Spanish (native)

Learning: Korean and Sign language

SPECIALIZATION

- Academic
- Administrative (corporate)
- Non-profit and social justice
- Audiovisual (subtitles)

AWARDS

For Those to Come Documentary:

- Winner 2022 Puerto Rico Film Festival Best Feature Documentary Award.
- Winner 2022 International Puerto Rican Heritage Film Festival Audience Choice Award.