

Barbara Hidalgo

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Summary:

- Vast experience in medical and court interpreting and translation.
- Skilled with computer systems and software.

Affiliations:

Member of the American Translators Association

Languages:

English	Completely fluent.
Spanish	Completely fluent.
Italian	Read only.
French	Read only.

Employment:

Kompuwiz Computer Solutions
Interpreter/Translator

Mesa-Tempe, AZ
1998 to 2006

- Followed ethical codes that protected the confidentiality of information.
- Executed daily operations of document translations and bilingual technical support.
- Educated staff about the roles and functions of professional interpreters.
- Wrote, designed and produced translation techniques guidelines, technical bilingual glossaries, procedures.
- Adapted software and accompanying technical documents to another language and culture.
- Was instrumental in expanding market reach to Hispanic community.
- Identified and resolved conflicts related to the meanings of words, concepts, practices, and behaviors.
- Trained and managed six translators and achieved significant improvements in their productivity.
- Adapted translations to clients' cognitive levels, collaborating with educational team members as necessary.
- Trained clients in computer and specific software usage.
- Translated messages simultaneously and consecutively into specified languages, orally and by using hand signs, maintaining message content, context, and style as much as possible.
- Trained and supervised other translators/interpreters.
- Supervised six employees, scheduled work hours, resolved conflicts, determined salaries.
- Traveled with and guided clients who spoke another language.

- Successfully managed a six-person team responsible for technical translations.
- Listened to speakers' statements in order to determine meanings and to prepare translations, using electronic listening systems as necessary.
- Compiled information about the content and context of information to be translated, as well as details of the groups for whom translation and interpretation was being performed.
- Structured and maintained a translation procedures.
- Compiled terminology and information to be used in translations, including technical terms such as those for legal and medical material.
- Checked original texts and conferred with authors to ensure that translations retained the content, meaning, and feeling of the original material.
- Checked translations of technical terms and terminology to ensure that they were accurate and remained consistent throughout translation revisions.
- Discussed translation requirements with clients, and determined any fees to be charged for services provided.
- Restructured and improved bilingual services and marketing.
- Proofread, edited, and revised translated materials.
- Responded to written and telephone requests for technical support and training.
- Referred to reference materials such as dictionaries, lexicons, encyclopedias, and computerized terminology banks as needed to ensure translation accuracy.
- Researched and recommended translators' tools.

Hispanic Radio Network
English-Spanish-English Translator and
Resource Services Provider

Santa Fe, NM
1997

- Followed ethical codes that protected the confidentiality of information.
- Executed daily operations of research and networking nationwide resources for the Hispanic community.
- Wrote, designed and produced resource and translation guides.
- Identified and resolved conflicts related to the meanings of words, concepts, practices, and behaviors.
- Adapted translations to clients' cognitive levels and

cultural-regional background, collaborating with other research team members as necessary.

- Translated messages simultaneously and consecutively into specified languages, orally and by using hand signs, maintaining message content, context, and style as much as possible.
- Listened to speakers' statements in order to determine meanings and to prepare translations, using electronic listening systems as necessary.
- Successfully handled clients' needs and concerns.
- Compiled terminology and information to be used in translations, including technical terms such as those for legal and medical material.
- Compiled information about the content and context of information to be translated, as well as details of the groups for whom translation and interpretation was being performed.
- Checked original texts and conferred with authors to ensure that translations retained the content, meaning, and feeling of the original material.
- Checked translations of technical terms and terminology to ensure that they were accurate and remained consistent throughout translation revisions.
- Proofread, edited, and revised translated materials.
- Read written materials such as legal documents, scientific works, and news reports, and rewrote material into specified languages.
- Responded to written and telephone requests for assistance.
- Referred to reference materials such as dictionaries, lexicons, encyclopedias, and computerized terminology banks as needed to ensure translation accuracy.
- Researched and recommended further networking liaisons and new services for our clients.

Mountain View Community Center Mountain View, CA
Spanish-English-Spanish Translator/Interpreter 1995 to 1996

- Followed ethical codes that protected the confidentiality of information.
- Identified and resolved conflicts related to the meanings of words, concepts, practices, and behaviors.
- Translated messages simultaneously and consecutively into specified languages, orally and by using hand signs, maintaining

- message content, context, and style as much as possible.
- Listened to speakers' statements in order to determine meanings and to prepare translations, using electronic listening systems as necessary.
 - Compiled information about the content and context of information to be translated, as well as details of the groups for whom translation and interpretation was being performed.
 - Checked translations of technical terms and terminology to ensure that they were accurate and remained consistent throughout translation revisions.
 - Read written materials such as legal documents, scientific works, and news reports, and rewrote material into specified languages.
 - Referred to reference materials such as dictionaries, lexicons, encyclopedias, and computerized terminology banks as needed to ensure translation accuracy.

Berlitz Language Center

Carlsbad, CA

English Instructor

1995 to 1996

- Taught English to Samsung executives.
- Developed lesson plans and teaching styles.
- Created students' learning evaluation tools.

Berlitz Language Center

Rochester, NY

On-call English-Spanish-English Court Interpreter

1994

- Responded to scheduled and emergency court interpreting requests from local, state, and federal courts.
- Followed ethical codes that protected the confidentiality of information.

Strong Memorial Hospital

Rochester, NY

On-call English-Spanish-English Translator and Interpreter

1994

- Followed ethical codes that protected the confidentiality of information.
- Scheduled and on-call medical interpreting and translations for medical staff and patients.
- Educated medical staff and patients about the roles and functions of professional medical interpreters and translators.

On The Right Track Video Productions **Rochester, NY**
Videographer **1994**

- Developed bilingual video productions on various subject matters.
- Produced a bilingual weekly cable TV show on topics relevant to the community.
- Responsible for ensuring broadcast quality video and editing.

Xerox Corporation **Webster, NY**
English-Spanish Translator **1993**

- Followed ethical codes that protected the confidentiality of information.
- Adapted software and accompanying technical documents to the Spanish language and cultures.
- Identified and resolved conflicts related to the meanings of words, concepts, practices, and behaviors.
- Compiled information about the content and context of information to be translated, as well as details of the groups for whom translation and interpretation was being performed.
- Compiled terminology and information to be used in translations, including technical terms such as those for legal and medical material.
- Checked original texts and conferred with authors to ensure that translations retained the content, meaning, and feeling of the original material.
- Checked translations of technical terms and terminology to ensure that they were accurate and remained consistent throughout translation revisions.
- Proofread, edited, and revised translated materials.
- Referred to reference materials such as dictionaries, lexicons, encyclopedias, and computerized terminology banks as needed to ensure translation accuracy.

El Vecino Spanish Bilingual Newspaper **Rochester, NY**
Editor and Spanish-English Translator **1993**

- Formulated editorial policy and directed the operation of the newspaper.
- Executed daily operations of story assignment, story review and copy editing.
- Conferred with the editorial policy committee, the heads of

- production and the advertising and circulation departments.
- Designed and produced bilingual format and new sections.
 - Developed editorial and operating procedures.
 - Was instrumental in expanding market reach to English speaking community. Thus, increasing newspaper circulation and advertising revenues by 45%.
 - Negotiated decisions affecting publication.
 - Trained and managed facts checker team and achieved significant improvements in their productivity.
 - Appointed the editorial heads and supervised work of their departments in accordance with newspaper policy.
 - Wrote leading and policy editorials.
 - Supervised and managed bilingual translations for government and private sector firms.
 - Notified other editorial departments of position to be taken on specific public issues.
 - Supervised fifteen employees, scheduled work hours, resolved conflicts, determined salaries.
 - Successfully managed a five-person team responsible for translations.
 - Represented publication at professional and community functions.
 - Structured and maintained a translation division.
 - Successfully handled restructuring and transition to new format.

EG&G Astrophysics**Victor, NY****English-Spanish Software Translator**

1993

- Adapted software and accompanying technical documents to Spanish language and culture.
- Followed established rules pertaining to word meanings, sentence structure, grammar, punctuation and mechanics.
- Proofread, edited, and translated documents and other material from English to Spanish.

Language Translations International**Webster, NY****Spanish-English-Spanish Translator/Voice Overs** 1992 to 1997

- Followed ethical codes that protected the confidentiality of information.
- Identified and resolved conflicts related to the meanings of words, concepts, practices, and behaviors.

- Translated messages simultaneously and consecutively into target languages, maintaining message content, context, and style as much as possible.
- Compiled information about the content and context of information to be translated, as well as details of the groups for whom translation was being performed.
- Compiled terminology and information to be used in translations, including technical terms such as those for legal and medical material.
- Checked original texts and conferred with authors to ensure that translations retained the content, meaning, and feeling of the original material.
- Checked translations of technical terms and terminology to ensure that they were accurate and remained consistent throughout translation revisions.
- Proofread, edited, and revised translated materials.
- Read written materials such as legal documents, scientific works, and news reports, and rewrote material into specified languages.
- Referred to reference materials such as dictionaries, lexicons, encyclopedias, and computerized terminology banks as needed to ensure translation accuracy.

Iberoamerican Action League

Rochester, NY

Spanish-English-Spanish Translator/Interpreter

1992

- Followed ethical codes that protected the confidentiality of information.
- Identified and resolved conflicts related to the meanings of words, concepts, practices, and behaviors.
- Adapted translations to clients' cognitive and grade levels, collaborating with community members as necessary.
- Translated messages simultaneously and consecutively into specified languages, orally, maintaining message content, context, and style as much as possible.
- Listened to speakers' statements in order to determine meanings and to prepare translations, using electronic listening systems as necessary.
- Compiled information about the content and context of information to be translated, as well as details of the groups for whom translation and interpretation was being performed.

- Compiled terminology and information to be used in translations, including technical terms such as those for legal and medical material.
- Checked original texts and conferred with authors to ensure that translations retained the content, meaning, and feeling of the original material.
- Checked translations of technical terms and terminology to ensure that they were accurate and remained consistent throughout translation revisions.
- Proofread, edited, and revised translated materials.
- Read written materials such as legal documents, scientific works, and news reports, and rewrote material into specified languages.
- Referred to reference materials such as dictionaries, lexicons, encyclopedias, and computerized terminology banks as needed to ensure translation accuracy.
- Performed regular translation and interpretation tasks for Monroe County Health Department assisting medical staff with patients' screening and care.

Foreign Languages Dept. - SUNY Brockport Brockport, NY
Spanish-English-Spanish Translator/Interpreter 1990 to 1992

- Followed ethical codes that protected the confidentiality of information.
- Adapted translations to students' cognitive and grade levels, collaborating with educational team members as necessary.
- Successfully handled assignment to train local police about Spanish culture and performed specialized language training to English speaking policemen.
- Compiled information about the content and context of information to be translated, as well as details of the groups for whom translation and interpretation was being performed.
- Compiled terminology and information to be used in translations, including technical terms such as those for legal and medical material.
- Checked original texts and conferred with authors to ensure that translations retained the content, meaning, and feeling of the original material.
- Checked translations of technical terms and terminology to ensure that they were accurate and remained consistent

throughout translation revisions.

- Proofread, edited, and revised translated materials.
- Read written materials such as legal documents, scientific works, and news reports, and rewrote material into specified languages.
- Referred to reference materials such as dictionaries, lexicons, encyclopedias, and computerized terminology banks as needed to ensure translation accuracy.

Language Encounters Center (LEC)

Santiago, Chile

Director-Translator-Instructor

1988 to 1990

- Directed and coordinated the preparation, development and use of educational material for adults and children.
- Wrote, designed and produced guidelines for teaching English in specific career fields.
- Conferred with members of various educational committees and advisory groups.
- Related curriculum materials to specific subjects, individual student needs and occupational areas.
- Was instrumental in development and management of courses for translators and bilingual secretaries.
- Coordinated the activities of workers engaged in cataloging, distributing and maintaining educational materials and equipment.
- Reviewed educational materials such as video tapes, slides and texts for educational content.
- Advised staff members in techniques and methods of developing and evaluating specialized materials and instructional units.
- Supervised ten employees, scheduled work hours, resolved conflicts, determined salaries.
- Organized and implemented use of new instructional systems.
- Trained teachers and other staff in the use of materials and equipment.
- Was instrumental in adding different languages to our curriculum according to students' needs.

Sam Marsalli Audio Visual English Institute Santiago, Chile

English Instructor and translator

1986 to 1988

- Executed daily operations of English Instructor.

- Initiated, facilitated, and moderated classroom discussions.
- Wrote, designed and produced institute's newsletter in English.
- Served on academic and administrative committees that dealt with institutional policies, departmental matters, and academic issues.
- Participated in campus and community events.
- Collaborated with colleagues to address teaching and research issues.
- Kept abreast of developments in their field by reading current literature, talking with colleagues, and participating in professional organizations and activities.
- Evaluated and graded students' class work.

All World Languages Translations
Spanish-English-Spanish Translator

Beverly Hills, CA
1984

- Followed ethical codes that protected the confidentiality of information.
- Wrote, designed and produced specialized glossaries.
- Identified and resolved conflicts related to the meanings of words, concepts, practices, and behaviors.
- Compiled information about the content and context of information to be translated, as well as details of the groups for whom translation and interpretation was being performed.
- Compiled terminology and information to be used in translations, including technical terms such as those for legal and medical material.
- Checked original texts and conferred with authors to ensure that translations retained the content, meaning, and feeling of the original material.
- Checked translations of technical terms and terminology to ensure that they were accurate and remained consistent throughout translation revisions.
- Proofread, edited, revised, and certified translated materials.
- Read written materials such as legal documents, scientific works, and news reports, and rewrote material into specified languages.
- Referred to reference materials such as dictionaries, lexicons, encyclopedias, and computerized terminology banks as needed to ensure translation accuracy.

Education: **SUNY College at Brockport** **Brockport, NY**
Broadcast Journalism and Bilingual Education **1994**

Escuela Latinoamericana de Interpretes y Traductores Simultaneos de Conferencia **Santiago, Chile**
Simultaneous Interpreter/Translator Certification
1979

Additional Skills:

- Proficient in the use of various software packages including customized.
- Pleasant speaking voice.
- Particular areas of expertise include videography, computers, writing.
- Organized and efficient.
- Major strengths in planning, problem solving and communication.
- Highly imaginative with many innovative ideas.
- Friendly - can get along well with others.
- Fluent in English and Spanish.
- Extensive experience in translation, interpretation, computers, training, and writing.
- Expert technical knowledge of broadcasting production, computers.
- Exercise initiative, achievement and independent judgment.
- Excel at directing a cohesive staff in the successful attainment of objectives.
- Efficient and courteous.
- Effective communication skills, both written and verbal.
- Dependable - can work without supervision.
- Demonstrates competence and poise in professional and social settings.
- Demonstrated effective leadership skills.
- Demonstrated ability to work effectively with clients.
- Demonstrated ability to consistently meet deadlines.
- Dedicated and meticulous.
- Creative writing skills.
- Committed to assisting others.
- Cheerful personality.

- Can easily break a large project down into smaller pieces, prioritize goals, work under short deadlines without sacrificing creativity.
- Articulate and creative, offering innovative and practical solutions.
- Adept at both oral and written communication. Interact effectively with individuals of all levels.
- Achieved consistent client satisfaction.
- Able to recognize client needs, and meet them.
- Able to serve as an agent for others, and trusted to speak on their behalf to accomplish desired results.
- Able to develop and implement new systems when necessary.
- Able to create a workable schedule to meet deadlines efficiently.
- Able to coordinate all multifaceted tasks involved in translating.
- Able to direct and lead others to produce desired results.
- A hands-on professional with a proven record of success.
- A good morale builder.
- Strong training skills.
- Skilled at organizing complex projects, defining project priorities, and delegating tasks.
- Skilled at encouraging others and developing rapport.
- Self-starting, goal-oriented strategist whose confidence, perseverance and vision promote success.
- Quickly learn procedures and methods.

References: Available upon request