

MICHELE L. BANTZ

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- LANGUAGES** **English - native** **Spanish - near-native** **Portuguese - passive**
Extensive in-country experience in Argentina, Chile, Colombia, Dominican Republic, Ecuador, Mexico, Spain and Brazil
Translation specializations: international relations, economics, banking/finance, corporate & immigration/legal
International Monetary Fund (IMF) Translation Exams Passed - Spanish & Portuguese into English
Monterey Institute Professional Exams Passed - Spanish into English, English into Spanish
Approved for Spanish Linguistic QA for Finance by TransPerfect Translations
- EDUCATION** **Master of Arts, Translation, Spanish/English, 3.5/4.0 GPA**
Translation Thesis: *Economic Growth in Mexico and Central America: Recent Performance & Outlook*
Monterey Institute of International Studies, Monterey, CA, 2005
- Bachelor of Science, Hispanic Studies & Psychology with concentration in Behavioral Neuroscience**
Thesis: *The Bilingual Brain*; thesis and departmental honors; Graduated *magna cum laude*
Washington College, Chestertown, MD, 2001
- TRANSLATION EXPERIENCE** **CETRA, Inc., Philadelphia, PA, Jun 2005 - Apr 2007**
Translator/Editor, Spanish & Portuguese, Jun 2006 - Apr 2007
- Translating a wide range of documents including publications on military thought, medical records, technology-related texts, market research questionnaires, audio transcription projects, SP & PT into EN
 - Editing English/Spanish/Portuguese translations; proofreading English copy for clarity and consistency
- Project Manager/In-House Translator, Spanish & Portuguese into English, Jun 2005 - Jun 2006
- Managed large-scale GSA accounts including contracts with the Social Security Administration (SSA), Regime Crimes Liaison Office (RCLO) of the US Embassy in Baghdad, the Foreign Military Studies Office (FMSO) and the Western Hemisphere Institute for Security Cooperation (WHINSEC)
 - Formatted files, oversaw glossary maintenance, liaised between government clients & freelancers
 - Worked with TRADOS to create new TMs, analyze new files, pre-translate material, clean translations, perform TM maintenance, win-align previously translated text, and export/import TMs by project
 - Authored 14 successful bid proposals for government contracts (valued at over \$2.8 million)
- Topics: Chemical warfare, military correspondence, Latin American intelligence operations, counternarcotics, insurgency, legal agreements, employee satisfaction survey responses, medical records, military thought*
- Central Intelligence Agency, Foreign Broadcast Information Service (FBIS), Nov 2001 - Dec 2004**
'Camera ready' Contract Translator for Latin American Program (LAP), Spanish into English
- Press monitoring and translation of print media, communiqués and open-source documents daily
 - Lead translator for Mexico Crime & Narcotics Press Highlights: project management and editing
- Topics: Crime & narcotics, debt repayment, elections, government, insurgency, macroeconomics, national security, trade negotiations, MERCOSUR, union and labor issues, US and foreign politics*
- UN Economic Commission for Latin America & the Caribbean (ECLAC), Chile, May - Jul 2004**
In-house Associate Translator with English translation unit (contract extended), Spanish into English
- Translated activities reports, working papers, newsletters, PowerPoint presentations
 - Edited and formatted outsourced translations for format, style and accuracy
- Topics: Women and development, technical-cooperation activities among developing countries, transport planning, neuropsychological disorders, gender issues, macroeconomics, FTAs, public debt*
- Intermark Language Services Corp., Atlanta, GA, May - Oct 2003**
Legal/Financial Translation Intern, Spanish/Portuguese into English
- Translated legal and financial texts and aided in translation project management
 - Maintained glossaries with TRADOS MultiTerm and used document comparison software
- Topics: Government ministerial orders, employment contracts & applications, birth certificates, university diplomas and marriage licenses, police reports, property titles, discrepancy reports*
- Inter-American Development Bank (IDB), Washington, DC, Jul - Sep 2002**
Bank Document Translation Intern, Spanish/Portuguese into English
- Translated loans, technical-cooperation operations, legal disputes, country papers, strategy papers, minutes, executive summaries, IDB America articles on microenterprise and entrepreneurship
 - Terminological research using in-house library, dtSearch, parallel texts and personal glossaries
- Topics: Banking and finance, development, environmental management, governance, infrastructure enhancement, international law, modernization of the state, government procurement*
- Operation Smile, Inc., Medical Records Intern, Fortaleza, Brazil, July - Sep 2000**
- Translated, edited and proofread surgical documentation in Portuguese, Spanish and English
 - Assisted interpreters and physicians in communicating with patients and hospital personnel

FREELANCE SERVICES United Nations International Research and Training Institute for the Advancement of Women (UN-INSTRAW), Transparency International, Klass Time, CETRA, CLS Communications: Madrid, NY, Paris & Zurich, Crystal Clear Translations, Foreign Translations, Inc., IAL Services, iProbe Multilingual Solutions, Lingual Institute

PRO-BONO SERVICES **Centro de Estudiantes y Graduados Argentinos (CEGA)**, Washington, DC, Apr 2005 - present
Translation of website documents for Argentine college students and graduates abroad, Spanish into English

Peace Brigades International, London, UK, Apr 2005 - present
Translation of documentation promoting human rights and nonviolence, Spanish into English

Universidad de Granada, Translation Editor, Granada, Spain, Dec 1999 - present
Edit of scientific articles translated from Spanish into English in preparation for publication

TEACHING **Department of Foreign Languages & Cultures**, Washington College, Chestertown, MD, 2000-01

- Taught laboratory section of Spanish language courses, Levels I and II; four classes per week
- Prepared lesson plans and conducted private tutoring sessions

AFFILIATIONS American Translators Association (ATA) – Spanish & Portuguese Language Divisions – Associate Member
National Hispanic Studies Honor Society: Sigma Delta Pi

PRESENTATION **National Chapter of the American Translators Association**: Translation Business Development, Sep 2006
Panelist: *What Translation Buyers Want* & *Breaking into the Profession* organized by Alexandra Russell-Bitting

PUBLICATIONS *Stealing the Future: Corruption in the Classroom*, 12/05. *Transparency International*. (Translation)
Setting Up a Mutually Beneficial Internship Program: Points to Consider, 06/04. *ATA Chronicle*.
Entre la niebla: A literary commentary, 01/00. *Nuestra*. Vol. 10 (1). Madrid, Spain.

ADDITIONAL COURSEWORK *Colegio de Traductores Públicos de la Ciudad de Buenos Aires*, "Macroeconomics: A Course in Translation", Feb - May 2006
Alliance Française, Bogotá, Colombia, Feb - May 2003; Philadelphia, PA, Jun - Sep 2005
Instituto Brasileiro-Colombiano (IBRACO), Bogotá, Colombia, Sep 2002 - May 2003
Universidad de Granada, Facultad de Traductores, Granada, Spain, Feb - Jun 2002

- Coursework completed in biology, economics, legal/commercial translation & political science
- *Universidad Internacional Menéndez Pelayo*, Santander, Spain, Jul - Sep 2001
- Course certificate: "Democracy and Good Governance in Latin America"
- Course certificate: "The Spanish Economy as Europe Adopts the Euro: Problems & Policy"
- Course certificate: "Teofilo Hernando School of Pharmacology: Biotechnological Medicine"

Estudio Sampere Internacional, Cuenca, Ecuador, May - Jun 2001
Universidad Antonio de Nebrija, Madrid, Spain, Jan - Jun 1999
Universidad de Granada, Granada, Spain, Sep - Dec 1998

PROCUREMENT TRAINING **Offices of Small and Disadvantaged Business Utilization (OSDBU)** – Upper Marlboro, MD – Apr 2006
16th Annual conference for procurement training and matchmaking with the federal government

- Doing Business with the Government/Teaming & Partnerships; e-Procurement with the Government

National Contract Management Association – Greater Philadelphia Region – Oct 2005
Fourth Annual Temple University Small Business Development Center/Blank Rome, LLP

- Training on GSA Schedules Program, Becoming a Contractor, Personnel Security Clearances, Sidelining Ineligible Competitors & Contract Issues relating to Mergers & Acquisitions

Doing Business with the Commonwealth of PA – Department of General Services – Oct 2005

- Marketing translation services to purchasing agents at the state level, becoming a trusted vendor, securing contracts, fulfilling report & quota requirements on the part of soliciting agencies

COMPUTER MS Word, MS Excel, MS PowerPoint, Student Systat, SPSS Statistics Package, ACT!, QuickBooks

TRANSLATION TOOLS SDL TRADOS 2006 Freelance, dtSearch, Cat's Cradle, Deltaview 2.8, Ascribe, Adobe Acrobat
**Formal training received at the Monterey Institute and also at the ATA Translator's Tools Seminar held in May 2006*

HONORS & AWARDS *American Foundation for Translation & Interpretation*: Scientific and technical translation scholarship
Monterey Institute of International Studies: Merit scholarship
Erika and Henry Salloch Prize: Awarded for contributing to the understanding of foreign cultures
Sigma Delta Pi: Full tuition and housing scholarship for study in Cuenca, Ecuador
Society of Junior Fellows: Two-time grant recipient for winter research in Spain and Brazil

CLEARANCES Adjudicated to occupy a Public Trust position with the US Government – Apr 2006