

# Ms. Airam Cordido

**SPANISH / FRENCH (NATIVE) / ENGLISH TRANSLATOR / INTERPRETER / PROJECT MANAGER**

+13 years experience; up to 3,500 WORDS PER DAY

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**Fields of specialization: DTP + Banking/International Finance, Economics, Business, Accounting, Legal/Law, Government, Immigration, Art & Literature, Advertising, Entertainment, Technology, Video games, Medical, Pharma, Insurance**

**Listed at the French Consulate of Los Angeles.**

**Currently under review for a Title III security clearance for Spanish > English and English > Spanish.**

## **TRANSLATION PROJECT MANAGEMENT**

- Managing the entire life-cycle of projects in multiple language.
- Well versed in multiple delivery formats including word, PDF, Trados, PPT, design, video, audio transcriptions.
- Direct liaison between client and team of translators, editors, DTP specialists.
- Responsible for hiring in-country project managers for large scale multiple language projects.
- Direct creation and management of budgets, timelines, and comprehensive spreadsheets to manage workflow between translators, editors and project managers.

## **DIRECTOR OF OPERATIONS FOR FRENCH & HISPANIC MARKETS**

*World Language Communications*

Translator recruitment, marketing, workflow management and supervision of day-to-day operations for French and Spanish markets including French Canada and Spain.

## **TRANSLATION/INTERPRETING, NON-EXHAUSTIVE LIST OF CLIENTS:**

### • **GOVERNMENT, LEGAL, FOREIGN AFFAIRS**

Dept of Justice, Dept of the Interior, Dept of Defense, FBI, DEA, Homeland Security, Federal Communications Commission (FCC), US Army, French Embassy in Caracas (Venezuela), French Embassy in Los Angeles, CA (USA), Venezuelan Embassy in Paris (France), Venezuelan Embassy in San Francisco, CA (USA), Ministry of Culture of Venezuela, Ministry of Education of Venezuela, Ministry of Culture of France, Visa Office of Venezuela, Visa Office of France, Ministry of Tourism of Venezuela, Ministry of Seychelles Islands, Ministry of Environment of Colombia.

### • **BANKING/INTERNATIONAL FINANCES, ECONOMICS, BUSINESS, ACCOUNTING, INSURANCE**

Federal Trade Commission (USA), Credit Lyonnais Bank (France), Societe Generale Bank (France), Dexia Bank (France), BNP Paribas Bank (France), Credit Agricole Bank (France), Banco Santander (Venezuela), Citibank (Venezuela), Banesco (Venezuela), Firstinvest.com (France), Mastercard (USA), COFACE (France), AXA (France), Bureau Veritas (Venezuela), Seguros Caracas (Venezuela) => Business plans for start-up companies (France, Venezuela, USA), Business contracts and court judgments, accounting, balance sheets, income statements, monthly/quarterly countable publications, annual: PNB, economic studies (all latin-american market, detailed and comprehensive analyses of country, sector and credit risks on a country's businesses), news publications, marketing documents

### • **ADVERTISING / FILM / T.V.**

Various film scripts & subtitling for production companies AGORA Films (France), AZUL PROFUNDO Films (Venezuela), CHICAS PRODUCTIONS (France), REVEILLE Films (France), ATELIERS PRODUCTIONS (France), MAT Films (France), FILMS DU REQUIN (France), advertising scripts for AD Talks (Brazil), JOHNSON & JOHNSON (USA), AIR FRANCE (Venezuela), L'OREAL (France), PEPSI CO (Venezuela), HAWAIIANAS (Brazil), LITTLE CAESARS HOT & READY PIZZA (USA), Renault (Venezuela), film business plans for the C.N.C. (French film commission), for the C.N.A.C. (Venezuelan film commission), for LCIE Entertainment (Dubai), marketing and distribution documents, synopsis, artists resumes, art exhibition docs: CARAVANSERAI (USA), 2014 marketing study for MAC DONALD'S (USA), news publications, websites, mobile apps.

### • **AUTOMOTIVE / OIL & GAS / TECHNOLOGY**

PDVSA (Venezuela), TOTAL (France), CITGO (Venezuela), Renault (France), Renault (Venezuela), Volkswagen (USA) => Economic studies, news publications, marketing documents, bike catalogue & manual for Chain Reaction Cycles (USA).

• **I.T. / MOBILE APPS / WEBSITES / INTERNET / GAMING & VIDEO GAMES / COMPUTERS**

**Mobile apps:** American Dad app and mobile game, Low Income Home Energy Assistance Program (LIHEAP) app for the PGW, COMMUNITAKE app, Mobogenie app, ComicCon app, QuizUp app, Pizza Hut app, Wunderlist app; **Websites:** chainreactioncycles.com (SPA), caravensarai.com (ENG), maruherandez.com (FR-ENG), vistapointmovieset.com (FR-SPA)

• **FOREIGN AFFAIRS / ACADEMICS** for French & Venezuelan Consulates

Birth, marriage, divorce, wills & death certificates; Legal contracts, real estate lease and property papers; Academic transcripts & Diplomas High School/College/University, Resumes; Criminal records, depositions, police reports, security clearances, court judgments; Visa, green card, ID cards, Passports, immigration and naturalization papers; Financial statements, powers of attorney; Medical statements/records, health cards, immunization records; Child adoption agreements, No impediment to marriage, parent's consents; Name change certificates; Employment records, recommendation letters; Correspondences.

• **MEDICAL/PHARMA**

Several medical device manuals, Johnson & Johnson (Venezuela), Sanofi (France), Rhone-Poulenc (France)

• **DESKTOP PUBLISHING (DTP)/GRAPHIC DESIGN**

Mac Donald's (USA), HAVAINAS (Brazil), L'OREAL (France), AD Talks (Brazil), A&B (Venezuela), Criolla Films (USA)

• **VOICEOVERS**

Spanish and French voice-overs for several projects in the USA (short-films, movies, documentaries, news, advertising, Internet)

**TEACHER/DIALOGUE COACH, PARTIAL LIST:**

• **TEACHING EXPERIENCE**

In Paris (France): Spanish private tutor. In Caracas (Venezuela): French and Spanish private tutor at the "Lycee Français" and French teacher at the "Alliance Française". In Los Angeles, CA (USA): French teacher at the "Alliance Française, Spanish private tutor, French Art summer school teacher at the "Clairefontaine school" in Venice Beach, CA (USA).

• **ON SET TRANSLATOR/COACH**

On several French shootings in Venezuela and in several Spanish shootings in Los Angeles (Little Caesars hot & ready pizza ads)

**HARWARE/SOFTWARE, PARTIAL LIST:**

- Op. System: MAC OS X Yosemite with Parallels Desktop and WINDOWS XP
- Op. Softwares: MS Office (Word, Excel, Powerpoint), Google Toolkit, Bento, FileMaker Pro,
- Mac guru, iWork (Pages, Numbers, Keynote), iLife (iPhoto, iWeb, iMovie),
- Finance: Axium Budgeting, Axium Scheduling, Financial banking softwares, 50,000-line Excel macro spreadsheets,
- Accounting: Quickbooks, 50,000-line Excel macro spreadsheets,
- Script writing: Final Draft,
- Web design: Adobe Creative Suite (Photoshop, Indesign, Illustrator, GoLive), Adobe Acrobat Reader Pro, Dream Weaver,
- Internet savvy,
- Strong knowledge of social networking
- Chat apps: Skype, FaceTime, Google Hangouts
- **CAT Tools: *NEW*\* SDL Trados Studio 2014**, Trados 2011, Omega T, WordfastPro, SwordfishCAT Tools: Trados, Omega T, WordfastPro, Swordfish

**EDUCATION & DIPLOMAS:**

• **FILM & TV PRODUCTION, Paris, (France) 2004-2005.**

**1-Year French Vocational Training Diploma in Film & TV Production**, Major in Line Producing/Film Accounting (888 hours total) at French Private Film School "Institut International de l'Image et du Son (3is)  
Award: 22,000 Euros Grant from the French Government

• **TRANSLATION & INTERPRETING, Caracas, (Venezuela) 2003.**

**1-Year Trilingual Translation & Interpreting Certificate**, Major in English, French and Spanish languages at UCV University

• **ECONOMY & FINANCE Paris, (France) 1994-2000.**

**\*5-Year Master of Advanced Studies in Management Business Administration ("DESS")**, Major in Corporate Management in Iberian & Latin American Markets at Université Paris IV Sorbonne

**\*4-Year Master Degree Diploma in Economy ("Maîtrise")**, Major in Finance at Université Paris X Nanterre

**\*3-Year Degree Diploma in Economy (“License”),** Major in Finance at Université Paris X Nanterre

**\*2-Year General Academic Studies Double Degree Diploma in Economy and Spanish language (“Bi-DEUG”)** Major in Finance at Université Paris X Nanterre

- **HIGH SCHOOL Caracas (Venezuela) 1992-1993.**

**7-Year French High School Diploma (“Baccalauréat C”)** Major in Mathematics & Physical Sciences at Colegio Francia

**OTHER EXPERIENCE, more info upon request:**

- **FINANCIAL ANALYST/BUSINESS PLAN & GRANT WRITER (2005-2014)**

**BUSINESS PLAN WRITER:** several feature films, start-up businesses (market research, financial spreadsheets) **FINANCIAL ANALYST:** analysis of finances, economic trends, business news and companies strategies. **GRANT WRITER:** several documentaries, short films, schools and vocational training programs.

- **LINE PRODUCER/PRODUCTION ACCOUNTANT (2005-2014)**

TRANSMISSION INC., GREEN DOG FILMS, AZUL PROFUNDO FILMS, CHICAS PRODUCTIONS, CRIOLLA FILMS

- **INTERNATIONAL BANKING: EQUITY DERIVATIVES MARKET, MIDDLE-OFFICE OPERATOR (2001-2003)**

**SOCIÉTÉ GÉNÉRALE:** French International bank, Equity Derivatives dept., Middle-Office desk, New-York stock  
Approximation between the results of the operational management and the assessed results respecting rules of current appraisal for the market risky operations included change risks. Approximation between the results of the daily controls and payment; Tickets and contracts management; Accounting, balance sheets, income statements, bank reconciliations with back-office & accounting depts. Monthly/Quarterly: Countable publications; Annual: PNB

- **INTERNATIONAL BANKING: EQUITY DERIVATIVES MARKET, BACK-OFFICE OPERATOR (2000-2001)**

**CRÉDIT LYONNAIS:** French International bank, Equity Derivatives dept., Back-Office desk, Paris stock Montage and Swap’s setting index-linked in coverage of risks; Approximation between the results of the daily controls and payment; Tickets and contracts management; Supervisor of the management software used, with the IT department for accounting functions; Accounting, balance sheets, income statements, bank reconciliations with middle-office & accounting depts.

- **PROFESSIONAL INTERNSHIPS (1999-2000)**

**COFACE “Compagnie Française d’Assurance pour le Commerce Extérieur” (6-month, 2000).** Int’l operating credit insurer  
Economic studies writer: all latin-american market, detailed and comprehensive analyses of country, sector and credit risks on a country’s businesses  
Credit insurance operator: risk underwriting, information and claims, receivables collection & factoring

- **FIRSTINVEST.COM: French financial media on the Internet, (6-month, 1999).** Specialized in stock trends  
**FINANCIAL ANALYST IN HOUSE WRITER, FRENCH STOCK, NEW MARKET TECH COMPANIES & START-UP** Daily analysis, reports & reviews published online (+/- 60 companies in portfolio)