

Robin Doe
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SUMMARY

Experienced Spanish Translator with over five years of professional experience providing translation services for a wide variety of clients. Highly skilled in both written and spoken Spanish and English with excellent knowledge of Spanish grammar, culture, and customs. Proven ability to provide accurate and timely translations with attention to detail.

EXPERIENCE

ABC Translation Services, Anytown, CA

Spanish Translator, 2018 - Present

- Provide translation services for a variety of clients ranging from small businesses to large corporations
- Translate documents, emails, manuals, websites, and other materials from English to Spanish and vice versa
- Ensure accuracy and clarity of all translations while meeting tight deadlines
- Collaborate with other translators to ensure consistency and accuracy of translations
- Develop and maintain relationships with clients to ensure quality translations

DEF Language Solutions, Anytown, CA

Spanish Translator, 2016 - 2018

- Provided translation services for a variety of clients ranging from small businesses to large corporations
- Translated documents, emails, manuals, websites, and other materials from English to Spanish and vice versa
- Ensured accuracy and clarity of all translations while meeting tight deadlines
- Collaborated with other translators to ensure consistency and accuracy of translations
- Developed and maintained relationships with clients to ensure quality translations

GHI Language Services, Anytown, CA

Spanish Translator, 2014 - 2016

- Provided translation services for a variety of clients ranging from small businesses to large corporations
- Translated documents, emails, manuals, websites, and other materials from English to Spanish and vice versa
- Ensured accuracy and clarity of all translations while meeting tight deadlines
- Collaborated with other translators to ensure consistency and accuracy of translations
- Developed and maintained relationships with clients to ensure quality translations

EDUCATION

Anytown University, Anytown, CA

Bachelor of Arts in Spanish Language and Literature, 2008 - 2012

ADDITIONAL SKILLS

- Excellent verbal and written communication skills
- Advanced knowledge of Spanish grammar, culture, and customs
- Strong organizational and time management skills
- Proficient with Microsoft Office Suite and translation software