



RACHEL E. MIRANDA

-- ENGLISH/SPANISH TRANSLATOR, DATA ENTRY,
TRANSCRIBER & SUBTITLER SPECIALIST --

CONTACT

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- ✉️ finalfantasiavii7@gmail.com
- 🌐 <https://translatecenterd.journoportfolio.com>
- 📍 Calle la fuente #18, Barrio Enriquillo de Herrera
Santo Domingo Oeste, Dominican Republic
11002

EXPERTISE

- Translation (English and Spanish)
- Data Entry (Copy and Paste Work)
- Transcriber (Audio and Video)
- Subtitler (English and Spanish)
- Microsoft Word
- Microsoft Excel
- PDF Editor (File Converter)
- CafeTran Expresso (CAT Tool)

EDUCATION

High School Diploma (English Language)

North Shore Senior High School

2004-2007

Houston, Texas, United States

Graduated from North Shore Senior High School in Houston, Texas, where I immersed myself in comprehensive English literature and language studies. I excelled in advanced English courses, honing my critical thinking, analytical writing, and communication skills. This academic foundation not only strengthened my command of the English language but also fueled my passion for translation, enabling me to bridge linguistic and cultural gaps with precision and creativity.

High School Diploma (Spanish Language)

Emma Balaguer de Vallego

2007-2010

Santo Domingo, Dominican Republic

After graduating from North Shore Senior High School, I pursued further studies in the Spanish language, earning a high school diploma from Emma Balaguer de Vallego in Santo Domingo, Dominican Republic. This program deepened my knowledge of Spanish literature, grammar, and communication skills, complementing my bilingual proficiency.

CERTIFIED TRANSLATOR PROFESSIONAL PROGRAM CTP

2010 (3 Month Program)

Online from Dominican Republic

After completing both the English and Spanish High School diplomas I pursued a more in depth immersion of both languages thus earning an online diploma in both language pairs from this online institute.

PROFILE

Bilingual translator in English and Spanish, adept at data entry and transcription since high school. Demonstrates a typing speed of 38-45 words per minute. Eager to apply linguistic skills and meticulous attention to detail to excel in the translation field. Committed to continuous learning and delivering accurate, high-quality work. Motivated to build a long-term career in the translation field, I am eager to contribute my linguistic expertise, attention to detail, and commitment to excellence. Open to opportunities for professional growth and excited to embrace new challenges in the dynamic world of language services. Actively engaged in ongoing language studies and professional development opportunities to stay abreast of industry trends and enhance language proficiency.

SKILLS

1. **Proofreading and Editing (English/Spanish)**
2. **Localization**
3. **Machine Translation Post-Editing (MTPE)**
4. **Time Management**
5. **Research Skills**
6. **Attention to Detail**
7. **Multitasking**
8. **Formatting and Document Layout** (Adobe Acrobat DC)
9. **Audio/Video Editing Tools**
10. **Adaptability**
11. **Typing Speed**: High typing speed (38-45 WPM)
12. **Client Communication**
13. **Project Management**
14. **Quality Assurance**
15. **File Management**
16. **Collaboration Tools**
17. **Keyboard Shortcuts Mastery**
18. **Cloud-Based Platforms**
19. **Data Analysis**
20. **Translation Memory (TM)**.

REFERENCES

Limited Liability Company "RT - Global Resources"

2/2 Paveletskaya Square, Moscow, Russia

+7 (495) 407-06-28

<https://rt-rb.ru/en/>

Russian Branch of Wilson Engineering Ltd. (China)

12 Krasnopresnenskaya embankment, entrance 6, floor 4,
office 421, 123610, Moscow, Russia

+7 (495) 258 2125

<https://www.wison.com>

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PERSONAL EXPERIENCES

In my spare time, I am deeply committed to enhancing my skills as a bilingual translator, focusing on the translation of books, magazine articles, and a variety of texts between English and Spanish. This personal dedication to translation outside of formal work has been key to my professional development. By consistently engaging with diverse materials, I've gained invaluable hands-on experience, refining my ability to convey meaning, tone, and cultural nuances accurately. Through these personal projects, I have had the opportunity to work with potential clients, delivering high-quality translations that meet their expectations.

Each project I take on serves as a platform to strengthen my proficiency in both languages, allowing me to apply the theoretical knowledge from my academic background into real-world practice. This balance between self-driven translation projects and client-based work enables me to not only improve my skills but also build a solid foundation for handling larger, more complex assignments. My passion for translation in my personal time is a clear reflection of my dedication to providing exceptional service, and this commitment translates into polished, culturally accurate content for every client.

This practical application, coupled with academic studies, has honed my skills in both languages. I've successfully completed translation projects for potential clients, utilizing their work as a platform to enhance my proficiency further

TYPING CERTIFICATION

● November 9, 2022

www.ratatype.com

Certified Touch Typing certificate

On the raratype online web page I completed an English QWERTY layout that certified that I have a typing speed of 43 words per minute with an accuracy of 97.3% that you can look up on

https://www.ratatype.com/en/u5419660/certificate/en_sp/

OTHER EXPERIENCES

● July 6, 2022 - Present

www.upwork.com

Personal my upwork profile page

On the upwork online web page platform I'm currently working on this platform as of to current date were you can look up my profile if you are a member of the upwork platform using this upwork profile URL

<http://www.upwork.com/users/~01ddea8a3eb2cc71a0>

LANGUAGES

● English (Native)

● Spanish (Native)

Preferred Specializes in: (Order of Preference)

1- Most Favorite to 4- Least Favorite:

1. Translation 2. Subtitle 3. Data Entry 4. Transcription

WORK EXPERIENCE

● (Business) English to Spanish Translator (Contract)

Limited Liability Company "RT - Global Resources" Date of Employment 2012-2015

- Translated critical business and financial documents, ensuring accuracy and clarity between English and Spanish.
- Assisted in maintaining communication flow by providing precise language support in financial statements, contracts, and internal reports.
- Delivered professional translation services that adhered to company standards, contributing to effective international operations.
- Ensured confidentiality and maintained compliance with legal and financial regulations in all translated materials.

● (Business) English to Spanish Translator (Contract)

Russian Branch of Wilson Engineering Ltd. (China) Date of Employment 2015-2020

- Provided accurate translations of key business and financial documents from English to Spanish, supporting smooth communication across departments.
- Translated contracts, financial reports, and corporate documents while maintaining strict confidentiality and meeting all compliance requirements.
- Played an essential role in facilitating global business operations through reliable language services, ensuring clear understanding between multilingual teams.
- Adhered to company guidelines and industry standards, contributing to the successful handling of international business matters.

OTHER REFERENCES

LinkedIn Profile page

● <https://www.linkedin.com/in/rachelmiranda3>

EF SET Standard English Test Certificate

● www.efset.org/cert/CqTgq7

- Translation for progress volunteer website-
log on to the above website and search my name

● Rachel Miranda

My TranslatorCafe profile page

● <http://samerrakraft.translatorscafe.com>

Proz Profile page:

● <http://www.proz.com/translator/3922073>

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TRANSLATION SAMPLE

ENGLISH

I

The Gift of the Magi

ONE DOLLAR AND EIGHTY-SEVEN CENTS. That was all. And sixty cents of it was in pennies. Pennies saved one and two at a time by bulldozing the grocer and the vegetable man and the butcher until one's cheek burned with the silent imputation of parsimony that such close dealing implied. Three times Della counted it. One dollar and eighty-seven cents. And the next day would be Christmas. There was clearly nothing left to do but flop down on the shabby little couch and howl. So, Della did it. Which instigates the moral reflection that life is made up of sobs, sniffles, and smiles, with sniffles predominating. While the mistress of the home is gradually subsiding from the first stage to the second, take a look at the home. A furnished flat at \$8 per week. It did not exactly beggar description, but it certainly had that word on the look-out for the mendicancy squad. In the vestibule below was a letterbox into which no letter would go, and an electric button from which no mortal finger could coax a ring. Also appertaining thereunto was a card bearing the name 'Mr. James Dillingham Young.' The 'Dillingham' had been flung to the breeze during a former period of prosperity when its possessor was being paid \$30 per week. Now, when the income was shrunk to \$20, the letters of 'Dillingham' looked blurred, as though they were thinking seriously of contracting to a modest and unassuming D. But whenever Mr. James Dillingham Young came home and reached his flat above, he was called 'Jim' and greatly hugged by Mrs. James Dillingham Young, already introduced to you as Della. Which is all very good. Della finished her cry and attended to her cheeks with the powder rag. She stood by the window and looked out dully at a grey cat walking a grey fence in a grey backyard. To-morrow would be Christmas Day, and she had only \$1.87 with which to buy Jim a present. She had been saving every penny she could for months, with this result. Twenty dollars a week doesn't go far. Expenses had been greater than she had calculated. They always are. Only \$1.87 to buy a present for Jim. Her Jim. Many a happy hour she had spent planning for something nice for him. Something fine and rare and sterling - something just a little bit near to being worthy of the honour of being owned by Jim. There was a pier-glass between the windows of the room. Perhaps you have seen a pier-glass in an \$8 flat. A very thin and very agile person may, by observing his reflection in a rapid sequence of longitudinal strips, obtain a fairly accurate conception of his looks. Della, being slender, had mastered the art. Suddenly she whirled from the window and stood before the glass. Her eyes were shining brilliantly, but her face had lost its colour within twenty seconds. Rapidly she pulled down her hair and let it fall to its full length. Now, there were two possessions of the James Dillingham Youngs in which they both took a mighty pride. One was Jim's gold watch that had been his father's and his grandfather's. The other was Della's hair. Had the Queen of Sheba lived in the flat across the airshaft, Della would have let her hair hang out the window someday to dry just to depreciate Her Majesty's jewels and gifts. Had King Solomon been the janitor, with all his treasures piled up in the basement, Jim would have pulled out his watch every time he passed, just to see him pluck at his beard from envy. So now Della's beautiful hair fell about her, rippling and shining like a cascade of brown waters. It reached below her knee and made itself almost a garment for her. And then she did it up again nervously and quickly. Once she faltered for a minute and stood still while a tear or two splashed on the worn red carpet. On went her old brown jacket; on went her old brown hat. With a whirl of skirts and with the brilliant sparkle still in her eyes, she fluttered out of the door and down the stairs to the street. Where she stopped the sign read: 'Mme. Sofronie. Hair Goods of All Kinds.' One flight up Della ran, and collected herself, panting. Madame, large, too white, chilly, hardly looked the 'Sofronie.' 'Will you buy my hair?' asked Della. 'I buy hair,' said Madame. 'Take yer hat off and let's have a sight at the looks of it.' Down rippled the brown cascade. 'Twenty dollars,' said Madame, lifting the mass with a practised hand.

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TRANSLATION SAMPLE

SPANISH

I

El regalo de los Reyes Magos

UN DÓLAR Y OCHENTA Y SIETE CENTAVOS. Eso fue todo. Y sesenta centavos estaban en centavos. Los centavos salvaron uno y dos a la vez al arrasar el tendero y el hombre vegetal y el carnicero hasta que la mejilla se quemó con la silenciosa imputación de la parsimonia que implicaba un trato tan cercano. Della lo contó tres veces. Un dólar con ochenta y siete centavos. Y al día siguiente sería Navidad. Era evidente que no quedaba más remedio que dejarse caer en el destartalado sofá y aullar. Así que Della lo hizo. Lo que instiga la reflexión moral de que la vida se compone de sollozos, resoplidos y sonrisas, predominando los resoplidos. Mientras la dueña de casa se va calmando, pasando de la primera a la segunda etapa, echemos una mirada a su hogar, Un piso amueblado a \$8 por semana. No fue exactamente una descripción mendigaría, pero ciertamente tenía esa palabra sobre el vigilante del equipo de mendicidad. En el vestíbulo a continuación había un buzón en el que iría ninguna letra, y un botón eléctrico desde el cual ningún dedo mortal podría convencer un anillo. También se refería a ella una tarjeta con el nombre 'Sr. James Dillingham Young. El 'Dillingham' había sido arrojado a la brisa durante un período anterior de prosperidad cuando a su poseedor se le pagaba \$ 30 por semana. Ahora, cuando el ingreso se redujo a \$ 20, las cartas de 'Dillingham' parecían borrosas, como si estuvieran pensando seriamente en contraer un D. modesto y sin pretensiones. Pero cuando el Sr. James Dillingham Young llegó a casa y llegó a su departamento arriba, fue llamado 'Jim' y la Sra. James Dillingham Young, ya lo presentó como Della. Que es muy bueno. Delia terminó su grito y atendió sus mejillas con el trapo de polvo. Se paró junto a la ventana y miró a Dully a un gato gris caminando una cerca gris en un patio trasero gris. Mañana sería el día de Navidad, y solo tenía \$ 1.87 para comprar un regalo de Jim. She had been saving every penny she could for months, with this result. Veinte dólares a la semana no llega lejos. Los gastos habían sido mayores de lo que ella había calculado. Siempre lo son. Solo \$1.87 para comprar un regalo para Jim. Su Jim. Muchas horas felices que había pasado planeando algo bueno para él. Algo bueno, raro y esterlino, algo un poco cerca de ser digno de los honores de ser propiedad de Jim. Había un cristal de muelle entre las ventanas de la habitación. Quizá hayas visto un pier-glass en un piso de 8 dólares. Una persona muy delgada y muy ágil puede, observando su reflejo en una rápida secuencia de tiras longitudinales, obtener una concepción bastante exacta de su aspecto. Della, siendo delgada, dominaba el arte. De repente, se apartó de la ventana y se plantó ante el cristal. Sus ojos brillaban intensamente, pero su rostro había perdido los colores en veinte segundos. Rápidamente se soltó el pelo y lo dejó caer en toda su longitud. Ahora bien, había dos posesiones de los James Dillingham Youngs de las que ambos se enorgullecían enormemente. Uno era el reloj de oro de Jim, que había sido de su padre y de su abuelo. El otro era el pelo de Della. Si la reina de Saba hubiera vivido en el piso de enfrente, Della habría dejado que su pelo colgara algún día por la ventana para que se seicara, sólo para depreciar las joyas y los regalos de Su Majestad. Si el rey Salomón hubiera sido el conserje, con todos sus tesoros amontonados en el sótano, Jim le habría sacado el reloj cada vez que pasaba, sólo para ver cómo se arrancaba la barba de envidia. Así que ahora la hermosa cabellera de Della caía a su alrededor, ondulante y brillante como una cascada de aguas pardas. Le llegaba por debajo de la rodilla y se convertía casi en una prenda para ella. Y luego volvió a hacerlo nerviosa y rápidamente. Una vez vaciló durante un minuto y se quedó quieta mientras una lágrima o dos salpicaban la desgastada alfombra roja. Se puso su vieja chaqueta marrón; se puso su viejo sombrero marrón. Con un remolino de faldas y con el brillo aún en sus ojos, salió revoloteando por la puerta y bajó las escaleras hasta la calle. En el lugar donde se detuvo, el cartel decía: 'Mme. Sofronie. Productos capilares de todo tipo». Della subió un piso y se recogió, jadeante. Madame, grande, demasiado blanca, fría, apenas parecía la 'Sofronie'. '¿Comprará mi pelo?' preguntó Della. 'Compro pelo,' dijo Madame. 'Quítate el sombrero y echemos un vistazo a su aspecto.' La cascada marrón descendía ondulante. 'Veinte dólares', dijo Madame, levantando la masa con mano experta.

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TO WHOM IT MAY CONCERN,

****Dear Hiring Manager/Client,****

I hope this message finds you well. I am writing to express my genuine interest in the English-to-Spanish or Spanish-to-English Translation, Data Entry, Transcription, or Subtitling position at your esteemed organization. As a professional translator with formal education in both English and Spanish, I am passionate about delivering precise, culturally nuanced translations that resonate with diverse audiences.

Having earned high school diplomas from both an English-speaking institution in Houston, Texas, and a Spanish-speaking school in Santo Domingo, Dominican Republic, I have been fortunate to immerse myself in both languages from an early age. This unique background has fostered not only fluency but a deep cultural understanding that allows me to navigate the subtleties of both languages with ease.

What sets me apart is my dedication to accuracy and efficiency. My typing proficiency of 38-45 words per minute enables me to meet tight deadlines without sacrificing quality, while my keen eye for detail ensures that every translation is polished, contextually accurate, and free from errors. I am meticulous in my approach, always ensuring that the final product maintains the integrity of the original text.

My eagerness to learn and adapt quickly in new environments drives me to continuously improve my craft. I am confident that I can bridge the gap between my academic accomplishments and the practical demands of your organization through training and hands-on experience. My commitment to excellence will enable me to contribute to your team from day one.

I have already begun translating documents for classmates, community organizations, and personal projects, which has helped me refine my skills in real-world applications. Furthermore, I am well-versed in subtitling, transcription, and data entry—skills that further enhance my value as a versatile language service provider.

I am enthusiastic about the opportunity to bring my linguistic expertise, attention to detail, and passion for translation to your organization. You may also review my translation samples, CV, and pay rates on my website at [Rachel Miranda Portfolio](<http://translatecenterdd.journoportfolio.com>). I am available for an interview at your earliest convenience and would be honored to discuss how I can contribute to your team.

Thank you for considering my application. I look forward to the possibility of collaborating with you.

****Sincerely,****

Rachel E. Miranda

Rachel Miranda