

Jessica Porty-Jaspy **Test + tu nombre y apellido**

freelance language services

e-mail: [tu e-mail](#)

Spanish / French / Portuguese to English: 0,07€/word; 30€/hour

Trados grid:

0-75% - full rate

75-84% - 60%

85-94% 40%

95-99% = 30%

100% = 20%

Repetitions = 20%

English Monolingual Translation · Proofreading · Transcription Medical ·

Pharmaceutical · Legal · Certificates/Diplomas · Education/Pedagogy

Education

Masters in Education: Concentration in TESOL (2007)

Shenandoah University

Winchester, VA

Win

- Thesis project: "The Use of Fables and Folklore in Second Language Education"

Bachelors of Arts in Spanish and Theatre (2002)

Franklin College of Indiana

Franklin, IN

- Double major in Theatre and Spanish; minor in Film Studies

Experience

Freelance Translator

08/2010 - present

based in Greeneville, TN

- Translate documents from French, Portuguese, Spanish and other Romance languages into English
- English language transcription
- Specializing in medical, pharmaceutical and legal documents

Adjunct English Professor

2010 - present

Tusculum College

Greeneville, TN

- Teach ENGL100 Introduction to College Writing

Director of the Indy Foreign Language Academy

2/2006 - 08/2010

Indy Translations, LLC

Indianapolis, IN

- Teach classes in Spanish and English as a Second Language
- Translation of documents & management of translation projects
 - Coordinate all aspects of courses conducted by IFLA, including schedules, syllabi and payment arrangements
 - Maintain accurate and course records for all financial students IFLA
- Act as initial contact for all new students to schedule assessment, explain and sell class packages, and develop curricula
- Interview and hire all new instructors, supervise and evaluate existing instructors, and coordinate payroll for contract instructors
- Maintain website [at www.indyfla.com](http://www.indyfla.com)

MEMBER

**AMERICAN
TRANSLATORS ASSOCIATION**

Instructional Coordinator

1/2003 – 2/2006 Indy Translations, LLC Indianapolis, IN

- Teach classes in Spanish and English as a Second Language
- Translation of documents
- Coordinate class schedules and course development
- Maintain accurate records of hours studied for all students
- Act as initial contact for all new students
- Assist in the hiring process of all new instructors and supervise all existing instructors
- Develop and maintain website at www.indyfla.com

Spanish and Children's Curriculum Coordinator

8/2002 - 1/2003 Language Training Center Indianapolis, IN

- Teach classes in Spanish and English as a Second Language
- Work with Curriculum Director to develop and select course materials for incoming students
- Translate materials between Spanish and English

Instructor

5/2002 - 09/2004 Bona Vista Rehabilitation Center Kokomo, IN

- Teach classes in Spanish and Theatre for children 5-10 years old

Spanish Club Coordinator

08/2001 - 06/2002 Needham Elementary School Franklin, IN

- Collaborate with elementary school teachers to develop and implement after-school Spanish curriculum for grades K-4

Publications

Hablemos, Book 1 (2003, rev. 2005, 2007): This Spanish instruction manual is used by all beginning level classes at the Indy Foreign Language Academy.

Languages

English (native), Spanish, French, Portuguese

Software

Microsoft Office Suite, Adobe Creative Suite 5, TRADOS 2009, QuickBooks; Windows and Mac proficient

Professional Memberships

American Translators Association (ATA), American Council on the Teaching of Foreign Languages (ACTFL), Tennessee Association of Professional Interpreters and Translators (TAPIT); ProZ.com

MEMBER

**AMERICAN
TRANSLATORS
ASSOCIATION**