



Todd B. Field

Professional Freelance Translator

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Portuguese (Europe) ⇒ English
Spanish (Latin America) ⇒ English

OBJECTIVE

To build business partnerships for freelance translation work in my language pairs.

SUMMARY

Seasoned freelance translator with over ten years' experience. Motivated, efficient, and intuitive. Outstanding command of colloquial and technical linguistic nuance. Strong business background and professional ethics.

QUALIFICATIONS

- Exceptional foreign language abilities. Native U.S. English speaker, distinguished level of expertise in Portuguese (European) and Spanish (Latin American).
- Specialized in translation and localization of texts involving business, marketing, accounting, general finance, information technology, humanities, social sciences, and environmental science.
- Daily capacity averages 2,500 precisely translated words.
- Excellent writing skills in target language (English).
- Extensive overall computer knowledge. Primary CAT tool is [TRADOS 5.5](#). Advanced skill level in Word, Excel, Publisher, PowerPoint, Access, and other major Microsoft XP programs. Intermediate skill in Adobe PageMaker 7.0, QuarkXpress 5.0, and Corel WordPerfect 10. Highly adaptable to new software and applications.

SAMPLES OF RECENT TRANSLATION PROJECTS (SINCE FEBRUARY, 2003)

- EU project methodology and business document translation (PT>EN, 39,000 words)
- User manual editing and proofreading for major European software company (PT>EN, 31,000 words)
- Translation of case study presentation for Internet security company (PT>EN, 1,000 words)
- Translation of year-end financial reports for Portugal's largest IT company (PT>EN, 8,000 words)
- Translation of press releases for Portugal's largest IT company (PT>EN, 9,500 words)

- Translation of personal diplomas, birth certificates, and death certificates (PT>EN and ES>EN, 20,000 words)
- Translation of Argentinean patent litigation for Dutch food processing company (ES>EN, 5,500 words)
- Translation of collected business documents for Ecuadorian company (ES>EN, 5,000 words)
- Translation of human resource documents for a Californian insurance marketing group (ES>EN, 3,500 words)
- Business correspondence translation for Colorado hospital network (ES>EN, 5,000 words)
- Translation of article for Mexican environmental science journal (ES>EN, 4,500 words)
- Web site and promotional literature translation for Barcelona Volunteer Conference (ES>EN, 1,500 words)
- Translation of fly fishing tackle web site (ES>EN, 16,500 words)
- Human resource document translation and proofreading for Internet provider (ES>EN, 6,000 words)
- Translation of landlord/tenant agreements for property management group in Argentina (ES>EN, 2,500 words)
- Translation of insurance telemarketing script (ES>EN, 7,000 words)
- Translation of rotating social sciences texts for Brazilian history magazine (PT>EN, 11,000 words)
- Translation of budget proposals for Portuguese cork manufacturer and distributor (PT>EN, 2,500 words)
- Translation of human resource documents for Colorado's largest lumberyard (ES>EN, 7,000 words)

EDUCATION

Bachelor of Arts / Environmental Science (1992) from [The Evergreen State College](#), Olympia WA U.S.A.

Principal fields: Ecology, Forestry, Land Resources, Natural Resources, Wildlife Management
 Additional fields: Entomology, Geography, Geology, Meteorology

ASSOCIATION MEMBERSHIPS

[American Translators Association](#) (Alexandria, VA)

[División de Español, American Translators Association](#) (Brookfield, MA)

[Colorado Translators Association](#) (Denver, CO)

CAREER HISTORY

- 1992 – Present:
Professional Freelance Translator

Translation, proofreading and localization in multiple subject areas in business, finance, marketing, accounting, information technology, social science, humanities, and environmental science. Past projects include (but are not limited to) general texts, correspondence, web sites, articles, press releases, technical user manuals, market analyses, business reports, data sheets, presentations, contracts, certificates, and diplomas.

During my 11 years of translating I have executed every project within the expected parameters of quality, precision, and completion time. Clients have included translation agencies, companies, and non-profit groups spanning numerous Portuguese and Spanish speaking regions in Europe, North America, and South America.

- 1995 – 2003: [The Scott Fly Rod Company](#), Montrose CO
Export Sales Manager

Duties included strategic planning, project and resource management, brand definition and development, and the implementation of tactical business partnerships in 36 foreign countries. Responsible for the execution of multiple core company functions, including budget development and financial oversight, database development, staff and leadership team development, and human resource functions.

Strong emphasis on professional communication and the fostering of business partnerships in English, Spanish, and Portuguese. Daily translator, interpreter, and consultant for Scott and other affiliated companies in the outdoor tackle industry.

- 1995: [Telluride Angler](#), Telluride CO
Retail Manager and Guide Service Coordinator

Managed the retail sales of an outdoor specialty store and directed a team of independent field guides. Cultivated organizational, service, interpersonal, and other professional skills. Maintained year-round profitability with a highly seasonal sales/workload curve.

- 1992-1994: [Born and Raised Outfitters](#), Navajo Dam NM
Professional Fly Fishing Guide

Developed interpersonal and teamwork skills, and laid a foundation for current emphasis on service quality and customer satisfaction.

- 1991: [IPFEL Instituto de Línguas & Informática](#), Lisbon Portugal
English Instructor

Taught English classes to all age groups, beginner to advanced/ESL. Supplemented daily work with private individual tutorials, as well as offsite advanced classes to local pharmaceutical, computer, and engineering companies.

- 1990: [Washington State Department of Wildlife](#), Olympia WA
Fisheries Field Team Coordinator

Organized and managed survey groups in the southwest Cowlitz/Chehalis sector of the Department of Wildlife. Responsible for the collection, processing, and analysis of data revolving around the spawning habits of salmonid populations.

WORK SAMPLES

Available at www.translation-wise.com, or deliverable upon request.

REFERENCES

Available upon request.