

# Elisabeth Frias

C/Proyecto No.26 La Zurza I  
Santiago, DOMINICAN REP. 51000  
+1 809.763.5202  
gamaeagencia@gmail.com  
<https://www.linkedin.com/in/elisabethfriastraductora>



Certified Translator (English-Spanish LatAm), Copy editor, and Proofreader with 20 years of experience, awarded the 2007 LAC region *Premio Panhispánico de Traducción Especializada* by Union Latine. EFL Teacher with 5.5 years of experience, including Academic Writing Lecturer at local Catholic university. 5.5 years of administrative and logistical experience in middle management positions at NGOs and language institutes. 4 years of experience as homeschool tutor of Catholic curriculum for grades 3-11 in U.S. educational system.

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## Skills

- Spanish native language, English near native
  - Cultural knowledge of Latin America, Dominican Rep., U.S., Quebec
  - Oral and written communication, editing, proofreading
  - Proactive
  - Planning and organizing
  - Accountability, self & team motivation
  - Technological awareness / CATT skills
  - Research and analytical skills
  - Ability to train others
  - Work independently or as team member
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## Experience

JANUARY 2006 – CURRENT

### **Certified English Spanish Translator & Reviewer**

#### **Independent Contractor, Santiago, Dominican Republic**

Translated and copy edited documents and publications for a total of 6 million translated words and 2.3 million copy edited words in the fields of Legal, Health, Education, Development, and Christianity.

JAN. 2005 – DEC. 2005 & JAN. 2012 – DEC. 2012

### **University Lecturer**

#### **Pontificia Universidad Católica Madre y Maestra, Dominican Republic**

Lecturer of Academic Writing and English as a Foreign Language college courses.

FEB 2003 – AUG. 2005

### **Logistics Coordinator**

#### **International Child Care, Dominican Republic**

In this role I worked as the assistant to the National Director. Duties included developing donor and progress reports and grant proposals. Support annual planning and budgeting. Took part in fundraising activities. Translated and interpreted for visitors and staff. Managed database for Community-based rehabilitation and Community health development programs.

AUG. 2001 – OCT. 2002

### **Institute Coordinator / Assistant Director**

#### **Desarrollo Humano, Dominican Republic**

I held the role of Assistant Director and later was the sole manager of a small language institute of 100 students and 12 teachers. Tasks included marketing, imparted level exams, wrote course exams,

developed course supplementary resources, interviewed prospective teachers, created teacher schedules and induction activities, offered tutoring sessions for students.

JUNE 1997 – JULY 2000

### **Project Translator/Head of Sponsor Relations Department Children International Project Santiago, Dominican Republic**

I held the role of Project Translator and was promoted to Head of Sponsor Relations Department. I managed all project communication with donors and base office of a child sponsorship program with 17,000 sponsored children in the region. Supervised 11 staff members, 50 volunteers and 25 freelance translators. Led weekly planning and progress meetings with staff, managed minutes. Designed and executed training workshops for staff and volunteers. Prepared and managed annual budget.

JAN. 1995 – DEC. 1997

### **Teacher of English as a Foreign Language Centro Cultural Domínico Americano, Dominican Rep.**

Teacher of English as a Foreign Language of children, adolescents, and adults.

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## **Education**

JULY 2016

### **Postgraduate Certificate in Translation Studies University of Portsmouth, United Kingdom**

One-year online program focusing on English into Spanish journalistic, medical, and legal text translation, as well as translation theory. GPA 3.0/4.0

APRIL 2004

### **BA in Modern Languages Universidad Tecnológica de Santiago, Dominican Republic**

Undergraduate degree in Spanish, English, and French language, pedagogy, and translation courses. GPA 3.5/4.0.

NOV. 1997

### **Technical Diploma in Accounting Centro de Estudios y Servicios Secretariales, Dominican Republic**

## **MEMBERSHIPS**

JAN/21/05 – JAN/01/12

### **American Translators Association** Associate member

JAN/14/11 – APR/30/16

### **UK Institute of Translation & Interpreting** Qualified member (MITI) Member No. 10408