

Summary

A second-year Master's student at the University of Geneva, based in New York, specializing in localization studies, translation technologies, and communication. I have previous project management experience in the non-profit sector and am eager to apply my translation technology expertise. My proactive attitude and adaptability make me well-suited to contribute effectively in dynamic environments.

Education

2022 - 2024 | Master of Arts in Communication and Translation Technology
University of Geneva | Geneva, Switzerland

2012 - 2016 | Bachelor of Arts in Linguistics
Stony Brook University, SUNY | New York, USA

Technical Skills

- Microsoft Office Suite
- Adobe Creative Suite
- HTML & CSS, XML, SQL
- CAT tools: SDL Trados Studio & memoQ
- Squarespace, WordPress, MailChimp
- Jira and Trello
- Salesforce
- TMS: LSP.expert , XTRF

Languages

- Spanish - English Bilingual
- French - Fluent (CEFR level: C1)

Relevant Coursework

- Terminography and Corpus Management
- Project Management and CMS
- Spanish - English Legal Translation
- Spanish - English Post-Editing
- Localization (FR, ESP, EN-UK/US)
- Audiovisual Translation (subtitling)

Work Experience

Search Quality Rater - Part-time

Welocalize, Remote | February 2024 - Present

- Evaluate AI-generated responses to search results in English, based on the client's project guidelines.
- Provide feedback on prompts or responses with upsetting or offensive content.
- Maintain project workflow and quality, conducting side-by-side ranking and categorizing user needs.

General AI Data Annotator - Part-time

RWS, Remote | July 2023 - Present

- Rate the sentiment of voices in audio recordings.
- Transcribe English audio recordings of spontaneous speech.
- Edit the captions generated by the AI model, maintaining high standards of accuracy.
- Evaluate AI model responses to prompts using the client's QA testing plan.
- Flag questionable responses that include toxicity, hallucinations, etc.

Development Assistant, Operations

Brooklyn Museum, Brooklyn, New York - Hybrid | November 2021 - February 2023

- Supported the CRM transition by cleaning data and mapping fields from Raiser's Edge to Salesforce.
- Documented best practices for data entry and management.
- Reconciled monthly revenue with the finance team.
- Coordinated across internal teams to produce and maintain reports in the databases.
- Ran reports for audits, email campaigns or troubleshooting purposes.
- Participated in long-term and short-term strategic planning to meet exhibition fundraising goals.

Project Manager

Project HEAL , Brooklyn, New York - Remote | March 2021 - November 2021

- Maintained accurate records of donations and other sources of income processing in Salesforce and Classy.
- Translated from English into Spanish resources for navigating health insurance and uploaded them to the Project HEAL website. View here: <https://t.ly/5KtEx>
- Managed social media fundraising campaigns, website, and blog updates using Squarespace and MailChimp.
- Supervised three social media volunteers across social media campaigns, using Trello to track progress.