Camila Herrera Ospina

OBJECTIVE

Final-year MA Translation student with French and Spanish into English, combining a strong background in linguistics with a specialization in localization and web technologies. Skilled in QA processes, reporting, and a keen eye for detail. Quick to learn, proactive, and committed to contributing from day one, I am eager to apply my skills to fast-paced, dynamic environments.

EDUCATION

M.A. Communication and Translation Technology
UNIVERSITY OF GENEVA | GENEVA, SWITZERLAND
Sep 2022 - Aug 2025

B.A. Linguistics and French Language and Literature
STONY BROOK UNIVERSITY, SUNY | NEW YORK, USA
Aug 2012 - May 2016

WORK EXPERIENCE

World Health Organization (WHO), Geneva, Switzerland   November 2024 - May 2025
Language Services Intern (English, French, Spanish)

- Conducted quality assurance of documents tagged and converted into the UN XML standard (AKN4UN).
- Updated UNTERM with FAO and Codex Alimentarus records, as specified by terminology focal points.
- Transcribed audio files and helped assess the quality of AI-generated interpretation into Spanish
- Cleaned quality assurance score tables and created pivot tables to analyze and present evaluations.
- Provided record-keeping support during WHO Executive Board sessions.
- Took minutes during departmental meetings and drafted meeting reports.

RWS, Remote, United States
General AI Data Annotator   July 2023 - October 2024

- Evaluated AI-generated TTS voices for human likeness to improve voice model accuracy.
- Annotated AI-generated STT, maintaining high standards of accuracy.
- Transcribed English speech from media sources (podcasts/radio), ensuring verbatim accuracy.
- Assessed AI responses using QA testing protocols, flagging hallucinations, toxic content, and inaccuracies.

Brooklyn Museum, Brooklyn, New York
Development Assistant, Operations   December 2021 - February 2023

- Assisted in leading a CRM transition from Raiser's Edge to Salesforce, including data cleaning and field mapping.
- Developed and documented standard operating procedures for the development department's data entry and management processes.
- Conducted monthly reconciliations of incoming and outstanding donation revenue in collaboration with the finance team.
- Contributed to short-term and long-term strategic planning initiatives to achieve fundraising goals.

Project HEAL, Remote, New York
Project Manager   March 2021 - December 2021

- Maintained accurate records of donations and other sources of income processing in Salesforce and Classy.
- Managed fundraising campaigns and updated website and blog content using Squarespace and MailChimp.
- Supervised three social media volunteers, using Trello to coordinate and track progress.
- Reviewed and provided final check on all social media posts and newsletters.

WORK EPXERIENCE (CONTINUED):

Planned Parenthood of Greater New York, Hempstead, New York   **August 2018 - November 2018**
Field Organizer, Get-Out-the-Vote
- Hired and trained six canvassers to engage community members in the local congressional district ahead of the 2018 Nassau County Midterm Elections.
- Scheduled, mapped, and tracked daily turf goals for organizers, managed data in NGP VAN, and generated weekly performance reports to increase voter outreach and engagement. Knocked on over 6,000 doors in 3 months and registered 300 new U.S. voters.
- Conducted community outreach in Spanish and English, and facilitated presentations on voter rights at local colleges and neighborhood fundraising events.

Datawords, New York, New York   **January 2018 - July 2018**
Linguistic Project Coordinator Intern
- Prepared project briefs for freelance translators, overseeing assignments and tracking their completion.
- Proofread final web copy before submission to DTP and translated promotional copy from French to UK/US English using Trados.
- Researched appropriate terminology to ensure the translations were aligned with the brand image.

Make the Road New York, Jackson Heights, New York   **November 2017 - March 2018**
Program Assistant, Adult Literacy
- Prepared intake forms in English and Spanish for 16 EAL and U.S. civics classes, enrolling more than 400 limited or non-English-proficient adults within a 2-week period.
- Trained one intern and two volunteers in data entry and managed programming-related inquiries from teachers and students.
- Ran weekly reports in Salesforce in preparation for review from government funders. Provided newly immigrated students with resources or referrals to other organizational services, e.g., legal or social services.

TECHNICAL SKILLS

- Microsoft 365
- Goole Suite
- Adobe Creative Suite
- Canva
- Squarespace
- WordPress
- Trello
- Salesforce
- OOONA
- Trados Studio
- HTML & CSS
- XML
- SQL
- RegEx
- Python (basic)
- JavaScript (basic)

LANGUAGES

- English - Spanish (Native Bilingual)
- French - Fluent (C1)

RELEVANT COURSEWORK

- Project Management
- MT Post-Editing (EN, FR, ES)
- Legal Translation
- Audiovisual Translation (subtitling)
- Terminology & Corpora
- Machine Translation
- Web Technologies (multilingual website development)
- Localization

VOLUNTEER WORK

- Project HEAL Insurance Guides translated from English to Spanish. Click to view.