

Camila HERRERA

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Date of Birth:
27/12/1993
Nationality:
American (USA);
Colombian



SUMMARY

Final-semester M.A. student in Communication and Translation Technology with experience in project coordination, database management, and translation workflows. Curious and proactive, I am interested in using my organisational and technical skills in a dynamic work environment.

EXPERIENCE

World Health Organization (WHO), Geneva, Switzerland

Language Services Intern | Nov 2024 – May 2025

- Ensured compliance with AKN4UN formatting for official publication by conducting quality assurance on XML-standard documents in English, French, and Spanish.
- Addressed language gaps in the terminology database, updating more than 80 public health records across all 6 UN languages.
- Supported an internal study on the quality of AI-generated interpretation and transcribed audio of AI-generated Spanish interpretation.
- Coordinated with 6 language leads, resolving QA discrepancies and delivering clean reporting tables.
- Maintained and drafted meeting reports of Language Unit meetings.

Brooklyn Museum, New York, USA

Development Assistant, Operations | Dec 2021 – Feb 2023

- Supported CRM migration, working with 5 internal teams and external vendors to ensure a smooth transition.
- Maintained membership data in Salesforce, creating new tracking documents to maintain audit-ready records.
- Developed and documented departmental SOPs for data entry to ensure consistent processes across teams.
- Tracked progress toward fundraising objectives to support museum exhibition programming.
- Reconciled outstanding revenue from the last 5 years, in collaboration with the finance team.

Project HEAL, New York, USA

Project Manager/Social Media Consultant | Mar 2021 – Dec 2021

- Conducted research and drafted Canva infographics and fundraising materials for annual giving campaigns, equipping supporters with ready-to-use outreach content.
- Designed and implemented Salesforce API integrations with Instagram, Facebook, and Classy, automating donation tracking and reducing manual processing.
- Oversaw website and newsletter publishing in Squarespace and MailChimp, coordinating delivery of content with two social media volunteers.
- Translated health insurance navigation guides from English to Spanish.

Datawords, New York, USA

Linguistic Project Coordinator Intern | Jan 2018 – Jul 2018

- Managed translation briefs, tracked deliverables, and issued purchase orders to freelance translators.
- Proofread web copy and localised luxury marketing content from French into UK/US English using Trados.
- Conducted research to ensure all translations aligned with the client's established voice and brand image.

Make the Road New York, New York, USA

Program Assistant, Adult Literacy | Nov 2017 – Mar 2018

- Developed English-Spanish intake processes for 16 English and U.S. civics classes, streamlining enrollment
- Tested and enrolled more than 400 limited-English-speaking adults in just two weeks.
- Trained volunteers and managed program inquiries from teachers and students.
- Produced audit-ready reports on class statistics in preparation for reviews by government funders.
- Provided students with targeted resources and referrals, supporting access to legal and social services.

EDUCATION AND TRAINING

M.A., Communication and Translation Technology | June 2026

University of Geneva, Geneva, Switzerland

- Thesis (in progress): ***What can NMT and LLM Output Tell Us About English Pivoting in Machine Translation?***
- **Relevant Coursework:**
 - Translation Management Systems and Project Management
 - Localisation of digital products (software, websites, mobile applications)
 - Multimedia and Web Technologies (HTML, CSS, JavaScript)
 - Audiovisual Translation (Subtitling)
 - French-English & Spanish-English Translation and Post-Editing

B.A., Linguistics and French Language & Literature | Aug 2012 – May 2016

Stony Brook University, New York, USA

French Pastry Arts Certification | Nov 2018 – May 2019

École Nationale Supérieure de Pâtisserie (ENSP), Yssingeaux, France

- Completed an intensive pastry certification program, followed by employment as a pastry cook in Paris, France (Jun 2019 – Dec 2020).
- Developed advanced working proficiency in French while gaining experience in fast-paced French kitchen environments.

LANGUAGES

- **English:** Native / Bilingual
- **Spanish:** Native / Bilingual
- **French:** Fluent (C1)

SKILLS

- Microsoft 365
- Word
- Excel
- PowerPoint
- SharePoint
- Outlook
- Google Workspace
- Salesforce
- Raiser's Edge
- Airtable
- Trados
- MemoQ
- Ooona
- Wordfast
- SketchEngine
- HTML
- CSS
- XML
- Regex
- Canva
- Adobe Photoshop
- WordPress
- Squarespace