

Camila Herrera

Westbury, New York | camherrerao7@gmail.com | [linkedin.com/in/camilaherrerao](https://www.linkedin.com/in/camilaherrerao)

Final-semester M.A. student in Communication and Translation Technology with experience in project coordination and database management. Curious and detail-oriented, I am interested in applying my organizational and technical skills in a collaborative and 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, conducting quality assurance on XML-standard documents in English, French, and Spanish.
- Addressed language gaps in the terminology database (UNTERM), updating more than 80 public health records across all 6 UN languages.
- Coordinated with 6 language leads, resolving QA score discrepancies and delivering finalized spreadsheets.
- Assessed audio of AI-generated interpretation in support of an internal study on the quality of AI interpretation.
- Assisted in English editing tasks of programme budget summaries.
- Drafted reports of Language Unit meetings, maintaining accurate record-keeping.

Brooklyn Museum, New York, New York / Remote, Switzerland

Development Assistant, Operations | Dec 2021 – Feb 2023

- Coordinated CRM migration, working with internal teams and external vendors to support a smooth transition.
- Designed and implemented new tracking systems in Salesforce, simplifying gift revenue management.
- Developed and documented departmental SOPs for data entry to ensure consistent processes across teams.
- Monitored the full lifecycle of fundraising objectives, supporting multiple museum exhibitions.
- Partnered with finance to reconcile five years of unreconciled revenue, restoring audit-ready financial records.

Project HEAL, Remote, New York

Project Manager, Social Media | 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.
- Produced Spanish translations of health insurance navigation guides, published on the organization's website.

Datawords, New York, New York

Linguistic Project Coordinator Intern | Jan 2018 – Jul 2018

- Assigned translation tasks to third-party freelancers and issued purchase orders.
- Managed translation briefs, tracked deliverables, and delivered finalized copy to project managers.
- Localized and proofread luxury marketing content from French into UK and U.S. English using Trados.
- Provided detailed bug reports of web copy to the desktop publishing team.
- Conducted terminology and brand research to ensure translations reflected the client's voice, tone, and market.

Make the Road New York, New York, New York

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.
- Resolved and managed program inquiries from teachers, students, and volunteers.
- Produced audit-ready reports on class statistics in preparation for aleatory reviews by government funders.
- Referred students to appropriate departmental services, supporting their access to legal and social aid.

EDUCATION

University of Geneva, Geneva, Switzerland

- **M.A., Communication and Translation Technology** | Expected Graduation Date: June 2026
 - Thesis (in progress): *English Pivoting in Neural Machine Translation and Large Language Models: A Case Study of Swiss Government Websites Translated from French to Spanish.*
 - **Relevant Coursework:**
 - Localization of digital products (software, websites, mobile applications, CAT tools)
 - Translation Management Systems (XTM, Phrase) and Project Management
 - Multimedia and Web Technologies (HTML, CSS, JavaScript, Python, SQL)
 - French-English & Spanish-English Translation and Post-Editing

Stony Brook University, Stony Brook, New York

- **B.A., Linguistics and French Language & Literature** (Double Major) | Aug 2012 – May 2016

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

- **French Pastry Arts Certification** | Nov 2018 – May 2019
 - Mastered advanced techniques in baking, chocolate, and pastry, followed by a professional internship.
 - Worked as a pastry cook and baker in Paris from June 2019 to December 2020, developing pastry skills and advanced French language proficiency, while gaining experience in fast-paced kitchens.

LANGUAGES

- **English** - Native / Bilingual
- **Spanish** - Native / Bilingual
- **French** - Fluent C1

SKILLS

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