RONNY WILLIAM PÉREZ GRANADOS

PERSONAL DATA

- Date of Birth: 05/27/76
- Place of Birth: Caracas, Venezuela
- Age: 33 years old

EDUCATION

- **School of Interpreters and Translators, Berlitz**
  Certificate obtained: Translator English-Spanish/Spanish-English,
  Caracas-Venezuela August 2001.
- **Cendeco, Universidad Metropolitana,** Translation of Commercial Documents,
  English – Spanish / Spanish- English (June-July 2003)
- **School of Interpreters and Translators, Berlitz,** Legal Translation,
  English – Spanish / Spanish- English (May-December 2002)
- **Instituto de Diseño Perera**, Associate Degree in Graphic Design 1999

LANGUAGES

Mother tongue: Spanish / Second language: English

AREAS OF SPECIALIZATION IN TRANSLATION

Business: Union negotiation documents, ballots, corporate newsletters, press releases, bank and credit union websites, banking, investment portfolio, stocks, assets materials, tax forms, IRS related texts, balance sheets.
Labor: Human Resources, employee manuals, medical, dental and health benefits, safety food policies, safety handbooks, codes of business conduct and ethics.
Health and Medicine: medical flyers, health, drug studies, medical letters, cancer awareness materials, Hospice brochures.
General: marketing and advertising materials, postal service brochures, texts for utility companies.
IT: localization for software applications.
Insurance: life, AD&D, and disability insurance materials, annuities, insurance contracts, riders, policies, supplements, long and short term disability, term life insurance.
Legal: consent forms, government letters, legal opinions, agreements, articles of incorporation, bonds, funds, homeland security materials, law office letters, birth certificates, powers of attorney, last wills and testaments, marriage certificates, separation agreements, settlement agreements, death certificates, diplomas, by-laws, charters of incorporation, copyright agreements, promissory notes, mercantile registers, trusts, contracts, business documents, balance sheet, guarantees, mortgages, letters of credit, certificates of deposit.

PROFESSIONAL EXPERIENCE

Aug2001–Present time Freelance Translator English-Spanish / Spanish-English

Freelance translator and proofreader of subjects focused on the legal area, as well as in marketing, business, contracts, insurance, banking and general translations.

Oct2003–Apr2004 Benson, Pérez Matos, Antakly & Watts Law Firm
Caracas- Venezuela Position: Translator English-Spanish / Spanish-English

Translation and proofreading of several documents, such us minutes, balance sheets, articles of incorporation/by-laws, attorney's fees, emails, correspondence, legal opinions.

Mar2001–August2003 Legislec Editores, C.A.
Caracas- Venezuela Position: Proofreader

Basically, use of Spanish spelling rules on the revision of texts belonging to the Venezuelan legislation (such us Official Gazette, Doctrines, Laws, Case Law, etc., in Labor, Family, Criminal, Tax, Civil and Banking Matters) for their subsequent printing and publication in paper, CD and Internet.

Oct2001–Feb2002 School of Interpreters and Translators, Berlitz
Caracas- Venezuela Position: Reviser

Revision of translations, English>Spanish, done by students who were ending the career, checking the accuracy with the original text, as well as the use of the language they were translating to.

Aug1995- Oct1998 Servicios Resermatic – Avensa Servivensa
Caracas-Venezuela Position: Bilingual Booking Agent

Booking of domestic and international flights, contacting with travel agencies and passengers. Operation of a telephone exchange, attending calls, giving all the information related to fares and schedules and every subject inherent in the airline.

COMPUTER SKILLS

Microsoft applications: Word, Excel, Power Point; Acrobat, PageMaker, Photopaint, Photoshop, Illustrator, and Internet. CAT tools: SDL Trados and Wordfast.

COURSES

- **Alliance Française,** First level of French, (Aug 2003)
- **ATEMPO Consulting,** Competitive People, (May 2003)
- **CODADO** (September 2002) Effective Communication
- **CODADO** (June 2002) Values and Organizational Commitment
- **Centro Venezolano Americano** (March 95 – July 95)12 Levels of English
- **DORH** (July 95) Professional Attitude in Customer Service