

Michelle Lozano-Persons

24522 Colonial Maple Dr., Katy, Texas 77493 • contact@michellelozano.com • Tel: (832) 283-8032

LANGUAGES: Native: English, Source: Spanish, French

SERVICES OFFERED

Translation • Editing • Proofreading • Transcription • Audio-to-Text Translation

TRANSLATING AND EDITING SPECIALTIES:

Oil & Gas: Rig leases • Drilling contracts • Production sharing agreements • Oil-related ministerial correspondence • Service contracts • Subsea gas pipeline documents • Technical specifications • Environmental impact studies

Legal/Business: Laws • Petitions • Judgments • Civil documents

Business: Bids • Financial reports • Articles of incorporation • Bylaws

EMPLOYMENT

Freelance Translator and Editor

2008-Present

Deliver seamless, client-ready documents that save agencies in terms of time spent on in-house editing
Daily capacity of 4,000 words (translation) or 10,000 words (translation editing)
Accustomed to collaborating with editors and project managers to maintain smooth project workflow
Edited hundreds of English-language O&G title opinions and verified corresponding runsheets
Compile and implement glossaries and style sheets upon request

Translation Editor/Translator, Universe Technical Translation, Houston, Texas

2007-2008

Edited a wide variety of into-English translations from Spanish, French, Portuguese, and Italian
Average editing volume of 40 pages per day
Translated oil-related correspondence from Equatorial Guinea, contracts, articles, and technical specifications
Managed and participated in the translation of a book titled *Flying the Americas: The experience*

Spanish/English Hospital Interpreter, Harris County Hospital District, Houston, Texas

2005

Interpreted for patients and medical staff in all areas of Lyndon Baynes Johnson Hospital, including high-pressure situations such as ER trauma

Spanish/English Interpreter, The Alliance for Multicultural Services, Houston, Texas

2003-2004

Interpreted both simultaneous and consecutively for medical appointments and ARD meetings at school districts

Freelance Editor & Legal Research Assistant

2003

Volumes edited included a number of West Group and Thompson West publications (list available upon request) and a medical textbook

English & Spanish Language Instructor, Berlitz Language Center, Houston, Texas

2001-2004

Taught language lessons to executives and their families, including business terminology, garnering praise from students and supervisors for effectiveness and clarity

RELATED EXPERIENCE

- *Volunteer Translator*, St. Cyril's Catholic Church 2005-2008
- *Translator/Intern*, Center for Immigration Research, University of Houston 1999-2000
- *Editorial Assistant*, Gulf Coast Magazine 2000

EDUCATION

- *New York University*
Certificate in Translation Studies (Spanish into English) 2007
- *Bridging the Gap* course 2003
- *University of Houston*
Bachelor of Arts, cum laude, English with a concentration in Linguistics 2002
Bachelor of Arts, cum laude, Sociology