
BECKY KATZ

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OVERVIEW

- Freelance translator
- **Key Services:** Translation, editing and proofreading
- **Additional Services:** Copywriting (English and Spanish) and desktop publishing
- **Languages:** English > Spanish, Spanish > English
- **Technology:** SDL Trados 2007 and SDL Trados Studio 2009. Windows environment.

CERTIFICATIONS AND EDUCATION

- **ATA Certified from English into Spanish and from Spanish into English**
- **Certificate in Translation Studies:** April 2008. Florida International University, Miami, Florida
 - GPA: 4.00/4.00
- **Master of Business Administration:** December 1993. Florida International University, Miami, Florida
 - GPA: 3.89/4.00 – MBA Outstanding Achievement Award (Top Three in graduating MBA Class)
- **Bachelor of Science in Advertising:** May 1990. University of Florida, Gainesville, Florida
 - GPA: 3.57/4.00 – Graduated with Honors

TRANSLATION EXPERIENCE AND SPECIALIZATIONS

- Translation, editing and proofreading of documents for translation agencies and direct clients.
- Specializations and types of projects:
 - **Legal:** Attorney-client correspondence, legal declarations and statements, briefs, litigation and arbitration documents, contracts, articles of incorporation, certificates, websites.
 - **Medical:** Medical forms and brochures, articles for the general public, patient information documentation, video scripts, websites.
 - **Journalism:** Newspaper editorials; newspaper articles; international cuisine; profiles; celebrity interviews; book, CD and DVD reviews; latest trends.
 - **Marketing and Advertising:** Press releases, flyers, brochures, advertorials, customer letters, ads, telephone directory ads, online informational materials. More than 11 years of experience translating marketing and promotional materials for United Parcel Service.
 - **Travel and Tourism:** Travel articles. More than 5 years of experience translating travel texts from Spanish into English, and writing, editing and proofreading in English for in-flight publications and in-room destination magazines.
 - **Business and Human Resources:** General business documents, presentations, employee newsletters.
 - **Customs and Trade:** Newsletters, presentations, editorials, e-mails, reports, questionnaires, letters to government officials, briefings on public affairs issues.
 - **Technical:** User's guides, manuals and packaging for small tools.

PROFESSIONAL EXPERIENCE

- **Freelance Translator and Company Owner**, 3/05 to present
- **Associate Editor**, HCP/Aboard Publishing, a division of The McClatchy Company, 4/06–1/11
- **Customer Materials Assistant, Customer Materials Supervisor and Public Affairs Supervisor**, United Parcel Service (UPS), Americas Region, 1994–2005
- **Assistant Art Director**, Drago Artistic Designs, 1990–1991
- **Toy Buyer**, Norton Ltd., 1991–1993

OTHER

- **Software:** SDL Trados 2007; SDL Trados Studio 2009; Microsoft Word, Excel, Publisher and PowerPoint; InDesign; InCopy; Quark Xpress; Photoshop; Illustrator
- Writer of travel articles and book reviews
- Minor in Art History
- Expertise using AP Style