

Mariana Castillo

Translator

📍 Miami, FL 📞 (305) 555-0152 ✉ mariana.castillo@email.com 🔗 [linkedin.com/in/marianacastillo](https://www.linkedin.com/in/marianacastillo)

SUMMARY

Translator with 4 years of English-to-Spanish translating for healthcare, insurance and legal clients in Miami. Translates, edits and proofreads 2,500-3,500 words a day in SDL Trados, maintains client termbases, and handles protected health information with strict confidentiality. ATA-certified for English into Spanish.

EXPERIENCE

Translator

03/2024 - Present

Biscayne Language Partners

Miami, FL

In-house translator at a language services company with 60 healthcare and legal clients.

- Translate 2,500-3,500 words a day of patient letters, consent forms and health plan documents from English into Spanish.
- Edit and proofread colleagues' translations, cutting client correction requests by **30%** in 2025.
- Build and maintain SDL Trados termbases for 12 key accounts, keeping terms consistent across 400+ projects a year.
- Handle files with patient data under HIPAA and client NDAs, with zero confidentiality incidents.
- Deliver final files in Microsoft Word, Excel and InDesign layouts that match the source format page for page.

Junior Translator

06/2022 - 02/2024

Coral Gables Legal Translations

Coral Gables, FL

Translator at a certified translation office serving immigration and family law firms.

- Translated 150+ birth certificates, court filings and contracts a month between Spanish and English.
- Checked every certified translation against the source for names, dates and figures before notarization.
- Tracked jobs and deadlines in Excel, meeting 99% of rush deadlines over 20 months.
- Wrote style notes for 5 recurring law firm clients so the team used the same legal terms.

SKILLS

- Translating
- Proofreading
- Editing
- SDL Trados
- Termbase Management
- Medical Translation
- Microsoft Word
- Excel
- Confidentiality
- Attention to Detail

EDUCATION

Bachelor of Arts

Florida International University

Spanish

Miami, FL

05/2022

CERTIFICATES

ATA Certified Translator, English into Spanish

American Translators Association

09/2024