

Jamie Hartz

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ATA-certified Spanish to English legal, logistics, and commercial translator
M.A. in translation, native English speaker (U.S.)

PROFESSIONAL EXPERIENCE

Freelance ES>EN Translator, Transcriber, and Editor

Tilde Language Services, LLC · Sep. 2013 – Present

Legal Documents:

- corporate bylaws, articles of incorporation
- contracts (partnership, service, and lease agreements, etc.)
- court rulings
- legislative documents
- judicial resolutions

Commercial Documents:

- financial statements
- RFPs
- press releases
- insurance policies
- marketing materials
- websites

Transcriptions (since 2015):

- police interviews
- 911 calls
- jail calls
- dash cam recordings
- employee review sessions
- employee training videos

Language Coordinator Intern

InterChez Translation Services · Feb. 2014 – Jun. 2015 · Stow, OH

- Translated and proofread Spanish-English projects in-house
- Coordinated translation and interpreting assignments as a project manager, often managing several multi-tiered projects at once

Project Coordinator Intern

Language Services Consultants, Inc. · Summers 2012 and 2013 · Ardmore, PA

- Assisted with project management, especially for Spanish translations
- Searched for potential vendors using online resources; updated vendor records

MEMBERSHIP & VOLUNTEER EXPERIENCE

American Translators Association: Voting member

- Speaker at “Buddies Welcome Newbies” conference session (2013-Present)
- Co-founder, author, and editor for *The Savvy Newcomer* blog (2013-Present)
- Member of Public Relations and Membership Committees (2018-Present)
- Member of Ad Hoc Website Committee (2017-Present)

Delaware Valley Translators Association: Active member

- Secretary (2016-2018)

Teams for Evangelism: Led and participated in more than ten short-term mission trips, both local and international (Costa Rica, Panama, Mexico, New York City, Guatemala, etc.)

EDUCATION

Kent State University

M.A. Spanish Translation
May 2015 · Kent, OH

Grove City College

B.A. Spanish & Sociology
May 2013 · Grove City, PA
Magna cum laude

Universidad de Sevilla

Semester study abroad
Jan. – May 2012
Seville, Spain

SOFTWARE SKILLS

- SDL Trados 2017
- memoQ 8
- Wordfast Pro 5
- Express Scribe
- InqScribe
- Adobe Creative Suite
- PerfectIt 3



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