

# Francisco J. Jaramillo

[FJtranslations.com](http://FJtranslations.com)

1023 Woodberry Ln.  
Charleston, IL 61920 USA

Home Phone: (217) 345-8297  
Email: [fjtranslations@agapy.com](mailto:fjtranslations@agapy.com)

---

## OBJECTIVE

---

To offer English-Spanish and Spanish-English translation services for industries, companies, and individuals.

---

## PROFILE

---

**More than 10 years of professional experience translating all kind of technical and non-technical materials from English into Spanish and from Spanish into English.** Specialized experience in medicine, information technology, sales/marketing, finance, education, biomedical, legal, and government.

- Native Spanish speaker born and raised in Quito, Ecuador (South America)
- Fully bilingual and fluent in English
- 7 years of experience as a Spanish Professor
- 4 years of experience working in the bio-medical industry
- 4 years of PC consulting experience
- United States resident for 10 years and American citizen since May 2007
- Excellent computer skills, including Microsoft Office, Open Office, Internet Research, Web Management, Web Design Tools, PC Hardware, Dejavu, Word Fast, and more.
- Large collection of bilingual dictionaries, specialized glossaries, and software translation tools
- Excellent customer service and satisfaction; delivery of projects on time in the same or similar format; low rates from 0.06 to 0.08 US cents per source word
- Available nights and weekends to meet your needs
- Accurate, reliable, and professional translation services

---

## WORK EXPERIENCE

---

**Freelance Spanish-English Translator** (Charleston, IL Freelancer)

**Oct. 1998 – Present**

- Manage, coordinate, translate, and edit numerous English-Spanish and Spanish-English projects.

**Some past projects include:** *California Jammin Traffic School manual, CD Label Corps software documentation, Dana Corporation newsletters, East West Resorts brochure, Eprize email communications, Globus Estates web site, IDT Wireless product information, North American Baptist Conference brochures, Rich Products Inc. product description, Websmart Interactive software, Wolf & Company Inc. monthly newsletter, Direct Mail Postcard advertisements, Dreaming Tree Films ads; Personal documents such as a marriage certification, drivers license, University's Diploma, two-way email communications, etc.*

**Recent projects:** *Sheila Morataya press release.*

**Ongoing projects:** *Bogota Casa email communications and ads, Sheila Morataya press releases, Wolf & Company Inc. monthly newsletter,*

**PC Technician** (Charleston, IL Self-Employed)

**Oct. 2003 – Present**

- Build, troubleshoot, repair, support, upgrade, maintain, and network PCs
- Provide on-site assistance to customers
- Recommend hardware/software products
- Design and develop websites for individuals and small businesses

**Webmaster – WEIU 51** (Charleston, IL)

**Dec. 2005 – May 2006**

- Update, upgrade, and maintain several WEIU 51 websites
- Edit/upload new information and remove old information
- Provide suggestions and new ideas for the website improvement

**Data Technician – MPI Research** (Mattawan, MI)

**Oct. 1998 – Oct. 2002**

- Collect, compile, review, proof, and edit non-clinical toxicology research data
- Help resolve problems on study-specific issues and recommended process improvements
- Work together with Study Directors, Toxicologists, Laboratory Personnel, and Management, and participated in pre-initiation and other study-related meetings including client visits
- Produce comprehensive tables, reports, and graphical figures of statistical data
- Demonstrate attention to detail, and computer proficiency (Microsoft Office), as well as time management, organizational, and excellent communication skills

**Spanish Instructor – Peace Corps** (Quito, Ecuador)

**Feb. 1993 – May 1998**

- Develop and implemented Spanish language learning plans
- Teach intensive Spanish language classes to trainees and volunteers
- Evaluate progress and technical language capacity of trainees
- Assist Community Based Spanish Training Program

**COMPUTER SKILLS**

---

Windows and Linux Operating Systems, Dejavu and Word Fast Translation Memory Software, Web Design, HTML, XHTML, JavaScript, Fireworks, Dreamweaver, Fireworks, PC Networking, Microsoft Office and Open Office, Internet Explorer and Mozilla Firefox Web browsers, Internet Research and Management, PC hardware.

**CERTIFICATIONS**

---

- CompTIA A+ Certification

**EDUCATION**

---

Kalamazoo Valley Community College – GPA: 3.68

- **Associate of Applied Science – Computer Information Systems** – December 2003

Universidad Central del Ecuador

- **Biochemistry - 2 years of coursework** – October 1993 to July 1995

References available upon request