

Stephanie M. Maldonado

Motivated and results-driven professional with extensive experience in language-related services, including editing, proofreading and translation, specializing in English and Spanish. Areas of expertise include linguistics, cross-cultural communication and educational publishing. Versatile and collaborative, with refined attention to detail. Strong aptitude for learning and applying new technologies, with hands-on experience in translation technologies. Committed to sharing knowledge and fostering continuous growth.

PROFESSIONAL EXPERIENCE

Senior Editor, Translation and Content, *Great Minds PBC, Washington, D.C.*

Jan 2022 – present

- Support the translation process of Great Minds' instructional materials, with a focus on the Eureka Math product line.
- Actively engage in the day-to-day coordination and communications for all translation projects, from pre-work and manuscript stages to first passes and in-context reviews.
- Revise translations delivered by vendors and contractors. Perform QA of different asset types, including PDFs, images, videos and interactive applets.
- Participate in the department's efforts to streamline processes, integrating state-of-the-art AI translation technologies.
- Manage Translation Environment Tools to leverage translation memories and generate efficiencies across company projects. Hands-on experience in Bureau Works, Lilt and WordFast.
- Monitor the translation of audiovisual content, particularly of components pertaining to context videos, such as: audio description, closed captions, onscreen text and voiceover. Utilize HeyGen to translate and proofread videos created with AI-generated voiceover.
- Create project-specific checklists and tracking sheets as needed, ensuring they are clear, comprehensive, accurate and timely.
- Stay up to date on language developments, make informed linguistic determinations regarding the Spanish language and take authoritative decisions on terminology, style and usage.
- Provide editors and translators with support on terminology and style, as well as answer any queries that may arise during the translation process. Provide training on project initiatives, workflows and technologies.
- Implement best practices for translation and adaptation, translation technologies and quality assurance for print and digital content.
- Support the remediation process of Spanish products. Worked with screen reader software (NVDA) to understand different synthesizers available for Spanish and helped build guidelines to ensure consistency in alternative and actual text.
- Perform tasks using document and content management systems, as well as collaboration tools, including SharePoint, Smartsheet, Jira and Bynder.

Consultant, *Inter-American Commission on Human Rights (IACHR), Washington, D.C.* Jul 2018 – Dec 2021

- Translated memoranda and resolutions on cases under the review of the Commission's Precautionary Measures department into English and Spanish, in a fast-paced environment with strict deadlines.
- Proofread documents for correct grammar, spelling, punctuation and usage while adhering to the organization's style guide. Documents included resolutions, annual report chapters and fact sheets.
- Used MateCat to manage translation projects, perform translation alignments and create translation memories.
- Supervised and instructed junior staff members on linguistic resources and language preferences of the Commission. This included training on style, voice and tone, as well as relevant legal instruments such as the Rules of Procedure and the American Convention on Human Rights. Proofread translations, regularly provided feedback and monitored progress.
- Developed glossary with legal terminology using Lexique Pro and continuously updated the translation guide.

- Managed the workflow between the legal and translation teams and liaised with the Communications department to arrange timely publication of resolutions and press releases.
- Monitored the decisions process on precautionary measures cases, assisting in commissioners' deliberations during voting processes and communicating final decisions.
- Oversaw correspondence workflow with Member States and petitioners through the document management system. This included revising and signing off on official letters.
- Provided technical guidance to petitioners on how to use the precautionary measures mechanism.

Translation Intern, IACHR

Jan – May 2018

- Translated legal memoranda and resolutions for the Precautionary Measures department. Prepared the department's first translation guide containing an overview of the Commission's style preferences.
- Drafted and translated summaries of high-profile cases presented at hearings before the Commission.

Translation Intern, Bridge Translations Agency, Quito, Ecuador

Mar – Aug 2014

- Translated and revised documents for different industry verticals. Document types included contracts, apostilles, bank certificates, academic degree certificates and transcripts, slideshow presentations, among others.
- Shadowed project managers and periodically updated client database and quote registry using all essential Microsoft 365 software.
- Carried out research on different CAT tools and advised managers on the best fit for the agency.
- Assisted in the installation of equipment for events requiring interpreting services.

EDUCATION

Master of Arts, Localization Project Management

Sept 2024 – present

Middlebury Institute of International Studies at Monterey

- Relevant coursework: translation technology, focusing on TEnTs (BW, Trados) and TMSs (XTM, Phrase)

Bachelor of Arts, Applied Linguistics with a concentration in Translation (bilingual program)

Oct 2018

Pontifical Catholic University of Ecuador (PUCE), Quito

PROFESSIONAL DEVELOPMENT

Localization for Developers, *LinkedIn Learning*

Jan 2024

Programming Fundamentals, *Montgomery College, Maryland*

Feb 2024

Linguistic Prompt Design, *RWS*

Nov 2024

VOLUNTEER WORK

Community Interpreter, Spanish <> English

Medical and wheelchair clinics for underserved children:

- *Eleanore's Project, Lima, Peru* Mar – Apr 2017
- *Medical Mission Ecuador, Ambato* Feb 2017

Resettlement Program English Teacher

Mar – May 2016

United Nations High Commissioner for Refugees, Quito, Ecuador