

VICKI L. OLTON, BA., PG. CERT., IABC

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LANGUAGES

- Language #1 – English (Mother Language)
- Language #2 Spanish – Learned in Venezuela and studied at the University of the West Indies as a BA major

EDUCATION & CREDENTIALS

- 2005 **Post Graduate Certificate in Technical Translation & E - Tools**
 Universitat Rovira Virgili
- 2003 **University Exchange Programme**
 University of Florida - Warrington College of Business
- 2001 - 2005 **Bachelor of Arts in Spanish with Management Studies**
 University of the West Indies - Cave Hill Campus
- 2000 – 2001 **American Field Scholarship Language Exchange Programme – Spanish**
 Colegio Andrés Eloy Blanco, Barquisimeto, Venezuela

AREAS OF EXPERTISE

- English/Spanish & Spanish/English Translation •
- Technical Translation in areas of marketing, public relations, advertising and tourism •
 - Proofreading, editing & revising •

TRANSLATION EXPERIENCE

ENGLISH-SPANISH TRANSLATOR, 2004-2005
AR Publishing Inc. Distance Internship Programme – English –Spanish Translator

Translated many documents for AR Publishing's *STAMINA* magazine from English to Spanish. See some of the samples completed at <http://vicki.olton.googlepages.com/translations>

ENGLISH-SPANISH/ SPANISH-ENGLISH FREELANCETRANSLATOR, 2005- Present

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PUBLISHED WORK

CONQUER THE 8 FINANCIAL FEARS – COMBATE LOS 8 TEMORES FINANCIEROS (Sept/Oct 2005 – PUBLISHING – STAMINA MAGAZINE)

COMPETENCIES

- Fluent in Spanish
- Freelance Spanish translator
- Excellent PC skills with knowledge of Microsoft Suite; Microsoft Access, Microsoft Excel, Microsoft Word, Microsoft OneNote, Microsoft Project, Microsoft Power Point
- Excellent research skills
- Excellent event planning skills
- Excellent Public Relations skills
- Excellent written and oral communication skills
- Strong organizational skills to handle large volumes of work with minimal supervision, with the ability to pay attention to detail and accuracy
- Strong leadership and planning skills
- Excellent Skills with SPSS – Statistical Package for the Social Sciences

HONOURS & AWARDS

- First Year Spanish Prize (2002) – University of the West Indies
- First Class Honours Degree (BA Spanish with Management Studies) (2005) – University of the West Indies

INTERESTS

- Languages
- Spanish translation
- International Association of Business Communicators (Barbados Chapter) - Co Vice President Professional Development (2008-2010)

REFERENCES

Professor Egberto Almenas
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University of the West Indies
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