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## **executive summary**

Executive coach trained and certified by the Newfield Network, ICF-certified at the PCC level (2017). I work with military leaders in transition through the COMMIT Foundation and The Capitol Post as well as other professionals facing or initiating change in their work or personal lives, including those serving in the SES. Prior to executive coaching, I ran my own firm as a translator with fluency in five languages and worked with clients in the private and public sector. In addition to translation and interpreting, I have worked in strategic planning, team management, and project implementation.

## **professional experience**

### *strategic planning & project management*

- Organized a news monitoring system and provided translation of key political and legal articles for a law firm with a foreign client. Involved a congressional investigation and translation of its report (2005–2008).
- Created a system of linguistic litigation support including forming and managing translation teams and reviewing documents for trial preparation and use as former co-owner of LinguaLegal (2004–2008) and as sole owner of Commonwealth Languages Services Ltd. Led teams in translating litigation-related documents (1993–2008).
- Assisted a Vermont community for adults with disabilities with its strategic growth plan as a board member and vice-president, helping to convey their core mission to the outside world (2006–2011).

### *course development*

- Taught Portuguese>English legal translation course at the University of Chicago Graham School (2011).
- Developed a basic translation curriculum for ESL students at an Afghan university (2009).
- Reviewed translations for linguists working in conflict areas as on offsite English editor. Developed a “tip sheet” for field use to ensure best practices and handle specific challenges in translating into English (2009).

### *translation/interpreting*

#### *• Business and Law*

Translated patent-related documents in a broad range of subject areas including pharmaceuticals, cosmetics, petroleum technology, and related business communications.

#### *• International development*

Translated and edited manuals on topics including feeding practices in Africa, environmental policies in the Amazon and urban management for international financial institutions and NGOs.

#### *• Clinical Interpreter*

Completed a 40-hour training clinical interpreting course and worked with Portuguese- and Spanish-speaking clients in community and medical settings (2003–2010).

## **education and credentials**

- Harvard University, BA cum laude, Phi Beta Kappa, Romance Languages and Literature, Cambridge, MA (1978–82) with junior semester abroad at St. Louis University in Madrid, Spain (1980)
- Rotary International Foundation Scholar, Pontificia Universidade Católica, Rio de Janeiro, Brazil (1984)
- The Johns Hopkins University Paul H. Nitze School of Advanced International Studies, MA in Latin American Studies and Economics, (1988)
- Georgetown University, Translation Certifications, French- and German-into-English (1991) and Spanish-into-English (1996)
- ATA Certification, Portuguese-into-English (1995), French-into-English (1993)
- Newfield Network, Newfield Certified Coach (NCC), 2010.