

# **J. Cecilia Davila**

## **Independent Interpreter - Translator**

**English → Spanish - French → Spanish - Italian → Spanish**

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### **SUMMARY:**

Multi-lingual communications professional with over twenty years of experience as interpreter and translator (English to Spanish, French to Spanish and Italian to Spanish) in various subject areas, including: medical, technical, commercial, financial and legal. Adaptable to different roles in the profession as a result of heightened awareness of diversity and multicultural issues. Eager to pursue learning and new challenges. Native of Mexico and lived and studied in Spain, France, Italy and the United States.

### **CORE SKILLS / ABILITIES:**

- Language instruction: professor at the Center for Foreign Languages at the National University of Mexico (UNAM) and taught French and Spanish in other institutions.
- Fluent in Spanish, French and English, proficient in Italian and Catalan.

### **WORK EXPERIENCE**

#### **Heres Translation & Interpretation, Ltd., Chicago, IL 2004 to Present**

- Perform translation and interpretation; conduct conference interpretation; perform language training and cross-cultural consulting.

#### **Federal Defender Program for the Northern District of Illinois, Chicago, IL 2012 to Present**

##### Interpreter/Translator Intern

- Provide interpretation for forensic psychological examinations, attorney-client interviews, and other legal communications; translate plea agreements, sentencing documents, correspondence, and other legal documents; and transcribe recorded materials for federal criminal defense attorneys.

#### **Language Access to Healthcare, Aurora, IL 2003 – 2004**

##### Interpreter/Translator

- Provided interpretation and translations at a non-profit community-based program in Provena Mercy Hospital, to facilitate dialogue between patients and healthcare providers.

#### **Conference Interpreter- Translator, 1996 – 2004**

- Provided translation of documents and interpretation of conferences (simultaneous and consecutive) for international corporations, national financial organizations and educational institutions. Representative clients included: UNAM, Dupont, Michelin, Gemplus, Securitex-Montreal, Femsa de Mex. Edufrance, Televisa, Global Culture Center, Delegation du Quebec au Mexique, Aeromexpress, Mexicana de Aviación, INAP (Mexican National Institute of Public Administration), Banamex, Pemex, Berlitz, Shorebank Chicago, Legal Aid of DuPage, IL., Nobel Mozaic, and Avon.

#### **Consulate General of Spain, Chicago, IL. 2002.**

##### Bilingual Administrative Assistant.

- Assisted with letters and documentation regarding visas, passports, births, marriages, deaths certificates, and local consular registrations requirements.

#### **National University of Mexico (UNAM), Mexico, 1993 – 2001**

- Taught French and performed translation and interpretation services as a faculty member of the Center for Foreign Languages Studies (CELE-UNAM) in conferences organized or sponsored by the same Institution.

#### **French Embassy, Mexico City. 1996 - 2000**

- Provided interpretation for diverse international conferences and cultural events hosted by the embassy, and French and Cultural Institute of Latin America. Translated, cultural, legal, commercial, literary and sociopolitical documents.

**Alliance Française de Chicago, 2002 - 2013**

FLE Instructor, (French foreign language instructor).

- Taught French language and culture to beginners and intermediate levels to a diverse population including children, adolescents and adults. Taught for the “Award Towards Excellence Educational Outreach Program” and traveled to France with scholarship recipients, as the person in charge of the group.

**Berlitz Interpreters and Translators Center, Mexico City, 1996 -2001**

Instructor for Translation-Interpretation Curriculum

- Collaborative creation and design of advanced master level curriculum for teaching professional translators (English/French into Spanish), and advanced Spanish for native and foreign speakers.

**Alliance Française du Mexique, Mexico City, 1993 - 2001**

FLE Instructor

- Taught beginners, intermediate and advanced levels to diverse population including children, adolescents and adults. Workshop Instructor and a class material designer: Co-creator of certification exams designed for children, teen-agers and adults; taught courses with the “Global Simulation” Approach.

**French Institute of French for Latin America (IFAL, Mexico City, 2000 - 2001**

Language Instructor.

- Taught at IFAL (CCC-IFAL French Embassy’s Cultural Center of Cooperation for Professional Training).

**EDUCATION:****Northeastern Illinois University, Chicago, IL. 2013**

- Master of Arts in Latin American Literatures and Cultures.

**Northeastern Illinois University, Chicago, IL. 2010**

- Bachelor of Arts: Interdisciplinary Studies. Major in A&S-Spanish Language and Literature.  
Graduated *Summa Cum Laude*

**University Colegio de México (COLMEX), Mexico City, 2000**

- Advanced Studies in Translation (PFT).

**CCC-IFAL** French Embassy’s Cultural Center of Cooperation for Professional Training, French Institute of Latin America, Mexico City. 2000.

- Diploma: Dip. Trans. in Literary and Humanistic Translation.

**Berlitz, Interpreters and Translators Training Center, Mexico City, 1996**

- Interpreter –Translator Certification: English-Spanish / French –Spanish.

**Instituto Italiano di Cultura, Italo Calvino. Mexico City, 1996**

- Diploma: Translation Italian-Spanish.

**UNAM National University of Mexico, Mexico City, 1991**

- Teacher Certification in Foreign Language Instruction.

**Stendhal University, Grenoble 3, Grenoble, France.**

- Certificate in French FLE. 1989

**LINGUISTIC SKILLS:** According to the CEFR (Common European Framework of Reference for Languages): French: C2; English: C2; Italian: B2; Catalan: B2; Spanish: Native. Possess familiarity with scientific and legal terminology.

**COMPUTER LITERACY:** Microsoft Office (Word, Excel, PowerPoint), SDL Trados Studio, (CAT-Software), basis of Quickbooks & Quicken.

**PROFESSIONAL AFFILIATIONS:** **ATA** (American Translators Association). **CHICATA** (The Chicago Area Translators and Interpreters Association), 2012-2014 Co-President. **SIGMA DELTA PI** (National Collegiate Hispanic Honor Society) & **ALPHA CHI** (National College Honor Society).