

# Colleen T. Dwyer, MA

## Professional Translator, Editor, and Desktop Publisher

### Professional Experience

#### **1/2020 – present - TRADUCOOP (San Juan, PR) - Cofounder and Executive Director**

- Cofounded the first nonprofit worker cooperative offering linguistic services in Puerto Rico
- Development and ratification of articles of incorporation and bylaws
- Implementation of business infrastructure, procedures, and pricing strategy
- Content creation and oversight of [www.traducoop.com](http://www.traducoop.com) website development
- Coordination and management of large translation projects requiring team collaboration
- Financial management, quoting, and invoicing
- Delegation, assignment, and follow-up of internal tasks
- Social media management

#### **8/2017 – present - Various Clients - Independent Translator, Editor, and Desktop Publisher**

- Notable project subject domains include finance/banking, art history, legal/contracts, business/marketing, cooperativism, education/accreditation

#### **8/2015 – 8/2017 - Universidad de Puerto Rico Río Piedras (San Juan, PR) - Professional Fellowship**

- Collaborated with other graduate students and faculty to translate and edit documents of various subject domains for internal and external clients of the university using Phrase TMS, a cooperative cloud-based translation environment
- Analyzed and formatted documents to prepare translation quotes and invoices

#### **5/2012 – 7/2015 - MTM Linguasoft (Philadelphia, PA) - Project Manager, Localization and Linguistic Services**

- Managed translation project workflows and budgets from kick-off to client delivery
- Contracted, negotiated with, and evaluated the quality of a database of thousands of linguists and desktop publishers
- Prepared translation project packages with various translation environments or computer-aided translation (CAT) tools such as Trados Studio and MemoQ, among others
- Maintained and updated an extensive archive of client translation memories (TMs)
- Engaged in problem solving and troubleshooting of complicated technical issues
- Formatted documents in Word and performed typesetting for translated InDesign files
- Finalized client deliverables by means of editing and quality assurance

#### **3/2011 – 5/2012 - Meta Biomed, Inc. (Horsham, PA) - International Sales Representative**

- Managed relationships with new and existing Spanish-speaking distributors of dental and suture products in Latin America and the US
- Translated company promotional materials and customer communications from English to Spanish and Spanish to English
- Acted as a liaison between manufacturing plant in Korea and global distributors to address a myriad of customer needs
- Traveled internationally and locally to dental exhibitions and customer sites to promote company's products
- Organized a key opinion leader seminar in Philadelphia to train four Latin American dentists on company's products

#### **5/2010 – 12/2010 - Liceo Luis Cruz Martínez (La Ligua, Región 5, Chile) - Volunteer English Teacher**

- Planned and taught interactive conversation and listening classes to students in a rural public middle school
- Arranged and supervised extracurricular activities, including "Movie Night" and "Music and Poetry Pep Rally"
- Cultural immersion through music, dance, food, and a homestay with a traditional Chilean family

#### **1/2009 – 5/2009 - Temple University (Philadelphia, PA / Mérida, Yucatán, México) - Latin American Studies Semester**

- Intensive 17-credit language immersion program; courses taught entirely in Spanish
- 9 credits in Spanish language and 8 credits in Latin American Studies – Sociology, Film, and Literature
- 2-week homestay and Spanish cultural study trip to Mérida, México

#### **9/2006 – 6/2008 - Digitas Health (Philadelphia, PA) - Associate Project Manager**

- Managed interactive web development projects for a healthcare advertising agency from planning phase to launch
- Wrote project scopes of work; estimated and maintained client budgets, project timelines, and resource allocations
- Prepared and packaged detailed FDA compliance submissions for final project review and client approval
- Developed a company-wide file structure for Microsoft Sharepoint Team Sites

#### **11/2005 – 8/2006 - Digitas Health (Philadelphia, PA) - Associate Office Services**

- Managed executive schedules, phone calls, shipping requests, catering orders, and conference calls

#### **4/2005 – 11/2005 - The Riverside Symphonia (Lambertville, NJ) - Operations Manager**

- Planned and promoted concerts, sold advertisements, recruited volunteers, wrote press releases/programs, and organized fundraisers

## **Published Translations**

Reyes Nuñez, Grisell, and Efraín Rosado Rodríguez. "Cooperativism and the Social and Solidarity Economy." Translated by Colleen T. Dwyer. *Sargasso*, no. I&II (2020–2021): 35–78.

Rivera Toro, Quintín. "Growing Up Together: An Uneasy Journey." Translated by Colleen T. Dwyer. *Arrivals and Departures: Migration Experiences in Contemporary Puerto Rican Art*, Taller Puertorriqueño: 2022, 39–44.

Bravo, Laura, "Arrivals and Departures: Migration Experiences in Contemporary Puerto Rican Art." Translated by Colleen T. Dwyer. *Arrivals and Departures: Migration Experiences in Contemporary Puerto Rican Art*, Taller Puertorriqueño: 2022, 49–93.

## **Education**

### **2015 – 2019 - Universidad de Puerto Rico Río Piedras - San Juan, PR**

- Master of Arts - Spanish<>English Translation
- Thesis Translation - *Departures and Arrivals: Migratory Experiences in Contemporary Puerto Rican Art* - Outstanding with Recommendation to Publish - Awarded Best Translation into English 2019

### **2008 – 2009 - Temple University - Philadelphia, PA**

- Graduate Continuing Education Student - Spanish and Latin American Studies

### **2000 – 2004 - Loyola University Maryland - Baltimore, MD**

- Bachelor of Arts - Communication - Cum Laude
- Specializations: Digital Media / Journalism
- Lambda Pi Eta, the National Communication Association Honor Society