

## *Professional summary*

Highly skilled, hardworking, and detail-oriented translator and billing supervisor committed to providing outstanding services and assistance. Strong organizational skills and exceptional communication skills which enable effective collaboration with clients and colleagues. Proficient in translation and billing software. Committed to continuous professional development and staying updated with industry trends.

## *Skills*

- ◇ Effective organizational and time management.
- ◇ Attention to detail and accuracy in reviewing documents and data entry.
- ◇ Excellent communication and interpersonal skills.
- ◇ Ability to analyze data and identify trends, patterns, and potential issues.

## *Work Experience*

### **BILLING SUPERVISOR** • 08/2021—Current

**QI & Interventions** - Texas, United States

- ◇ Oversee financial operations, produce invoices and process payments.
- ◇ Perform monthly bank and billing conciliation to identify and rectify billing issues to enable accurate billing.
- ◇ Create billing logs and make a monthly control of the services provided.
- ◇ Research on insurance denials, rejections and appeals.
- ◇ Provide customer service, developing and maintaining client relationships.

### **CERTIFIED TRANSLATOR** • 01/2016—Current

**Independent** - Argentina

- ◇ Translate public documents from Spanish to English and viceversa.
- ◇ Conduct comprehensive research on specialized terminology and cultural nuances to ensure accuracy.
- ◇ Review, edit and proofread documents to correct errors in punctuation, grammar, and translation.
- ◇ Manage multiple projects simultaneously, prioritizing tasks, and meeting deadlines in a timely manner.

### **FREELANCE TRANSLATOR** • 04/2020—12/2022

**IEB Translations** - Buenos Aires, Argentina

- ◇ Translated and reviewed projects from Spanish to English.
- ◇ Used translation software (CAT tools), memory systems, glossaries, and other software to enhance consistency. and

## *Education*

### **CERTIFIED ENGLISH TRANSLATOR** • 03/2011—12/2015

5-year Degree

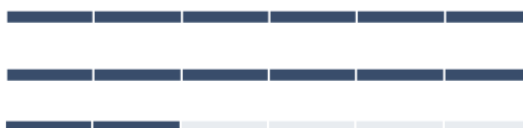
Universidad Adventista del Plata - Entre Ríos, Argentina

## *Languages*

**SPANISH** • Native

**ENGLISH** • Bilingual or proficient, C2

**ITALIAN** • Elementary, A2



Italy



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