

CARLA NAIR ROCCA

English-Spanish Translator | Project Manager

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Professional Summary

Certified English-Spanish Sworn Translator and Project Manager with over a decade of experience in legal, educational, medical and life sciences fields. Proven expertise in leading translation departments, managing multilingual projects, ensuring quality compliance, and building strong client relationships. Adept at vendor coordination, workflow optimization, and supporting professional development within translation teams.

Professional Experience

Freelance Translator | Baires Translation Group (2011 – Present)

As I work on my own and in teams, I am able to handle large projects and TEP services at your request.

- Provide Spanish translations and proofreading services to translation agencies on educational, life sciences, and legal projects.
- Coordinate translation teams for agencies in the US, Canada, and Argentina.
- Deliver high-quality services to NGOs, law firms, governments, and corporate clients.

Services I provide:

Translation

Proofreading

TEP

Transcription

Subtitling

Project Management

Some documents I have translated include:

EDUCATION: IEPs, communications to families, student and parent handbooks, policies, booklets, assessments, LEAP tests and practice tests, etc. Documents from education departments, schools, and school districts.

MEDICAL: clinical guidelines, informed consents, operating procedures, lab tests, medical questionnaires, research papers, patient facing brochures, guidelines, guides, booklets, fact sheets, policies, agreements, flyers, training courses, discharge instructions, etc. Documents from health departments, medical centers, hospitals.

Health insurance: summaries of benefits and coverage, letters, Medicare and Medicaid Plans, benefits guides, flyers, etc.

LEGAL: court documents, contracts, lease agreements, purchase agreements, court forms, articles of incorporation, indictments, affidavits, court decisions, among others. Certified translations for immigration purposes.

Expert Translator | Argentine Judicial Branch (2020 – Present)

- Provide sworn and certified translations for civil, commercial, and criminal courts in Buenos Aires.

Translation Services Manager | TNOLA Languages (May 2025 – July 2025)

- Oversaw translation department operations, ensuring quality standards and efficiency.
- Managed client relationships, vendor coordination, and workflow optimization.
- Led strategic initiatives while mentoring and supporting the translation team.

Project Manager | TNOLA Languages (Feb 2022 – May 2025)

- Planned and scheduled translation projects, ensuring deadlines and quality compliance.
- Matched translators to projects based on expertise; coached and trained staff.
- Managed budgets, billing, and operational efficiency.

In-house Translator | TNOLA Languages (Apr 2021 – Feb 2022)

- Performed English<>Spanish translations, transcriptions, and subtitling.
Fields: life sciences, medical, education, government.
- Edited and revised translations while assisting the Project Manager with estimates and coordination.

English Trainer & Course Coordinator | Lew Idiomas (2013 – 2020)

- Delivered in-company business English lessons for adults.
- Coordinated a team of 22 teachers, liaised with HR departments, and created assessments/reports.

Education

- English-Spanish Simultaneous Interpretation Course – Estudio Lucille Barnes (2020)
- Law (unfinished) – Universidad de Buenos Aires (2014–2018)
- English-Spanish Sworn Translation – UMSA (2009–2013)
- English-Spanish Literary & Scientific Translation – UMSA (2009–2012)

Skills

- CAT Tools: Trados Studio, MemoQ, Xbench, Multiterm
- Software: MS Office, Adobe Acrobat
- Languages: English (Bilingual), Spanish (Native), French (Basic)

Memberships & Volunteering

- Licensed English-Spanish Sworn Translator at CTPCBA (License #8294).
- Member of the American Translators Association (ATA).
- ATA Medical Division Leadership Council Member: Event Moderator and Registration Coordinator. (2024-2025)
- ATA Medical Division Leadership Council Member: Assistant Administrator (2025-Present)