

# YAMILA BTESH

## Certified English-Spanish Translator & Translation Project Manager

Registered member at the CTPCBA · Credential ID: 9438

+54 9 11 3095-9956 · yamilatraducciones@gmail.com · Buenos Aires, Argentina ·  
[linkedin.com/in/yamilabtesh](https://www.linkedin.com/in/yamilabtesh)

---

### PROFESSIONAL SUMMARY

---

Certified English-Spanish Translator (CTPCBA) with 7+ years of experience across legal, medical, economic, environmental, and political sectors. I run my own translation practice and have managed 5,000+ projects coordinating teams of 100+ linguists for a US-based language services company. Bilingual at a native level in both languages, I bring accuracy, cultural fluency, and professional reliability to every project.

### PROFESSIONAL EXPERIENCE

---

#### Certified English-Spanish Translator · Yamila Traducciones (Own Practice)

2018 – Present | Buenos Aires, Argentina · Remote

I run my own translation practice, working with clients across legal, medical, economic, environmental, and political sectors. Every project gets the same level of care: accurate, culturally adapted, and delivered on time. Whether it is a contract, a clinical trial, a report, or a website, the standard never changes.

#### Translation Project Manager · The Language Doctors

2023 – 2025 | Annapolis, MD, USA · Remote

I managed the full lifecycle of translation projects for a US-based language services company, coordinating a team of over 100 translators and editors across multiple languages and specialties, delivering more than 5,000 projects. I made sure every delivery was accurate, complete, and on time, writing clear project briefs, staying close to the team throughout the process, and solving problems before they became delays. Working in a remote, fast-paced environment taught me how to keep everything moving without losing quality.

#### Administrative Aide & Customer Service Agent · imaPolania.com

2023 – 2024 | Tallinn, Estonia · Remote

I worked for a firm that helps people obtain European citizenship, acting as the bridge between clients and government offices in Buenos Aires. From the first conversation to the embassy appointment, I made sure every client felt supported and understood in English and in Spanish, handling everything from quotes and invoices along the way. Recognized as Employee of the Quarter for consistently going the extra mile.

#### Business Developer · Hazak

2022 – 2023 | Florida, USA · Remote · Part-time

I reached out to potential clients and sent tailored proposals for website and app development projects. A role that taught me a lot about how to communicate value clearly and turn a cold contact into a real conversation.

#### Translator · EPAM Systems

2022 | Newtown, PA, USA · Remote

I translated, edited, and proofread materials for the mobile application of a publicly traded US healthcare company, working closely with the development team to make sure every delivery was accurate, complete, and on time, even as requirements kept shifting.

#### Economics Teacher (English) · Yeshurun Torá High School

2021 – 2022 | Buenos Aires, Argentina · On-site · Part-time

I taught Economics in English to high school students, covering topics like investments, the stock market, and cryptocurrency. I designed my own lessons to make sure the content was relevant and engaging, because these are subjects that matter in real life, not just in the classroom. My main goal was to create a space where students felt comfortable asking questions and walking away with knowledge they could apply.

### **Executive Assistant** · Solé in Miami

2017 – 2019 | Miami-Dade, FL, USA · Hybrid · Part-time

I was part of a diverse, international team supporting a short-term rental company based in Miami, all working remotely from different parts of the world. I managed client calls, reservations, payments, and feedback, making sure every guest had a great experience from booking to checkout. A role that sharpened my ability to communicate clearly and work efficiently across time zones.

### **Private English Tutor** · Self-employed

2017 – 2020 | Buenos Aires, Argentina

I worked as a private English tutor, helping students prepare for school exams and internationally recognized certifications like Cambridge English. Every student came with different needs and a different starting point, so I prepared each session to make sure they got exactly what they needed to succeed.

## **EDUCATION**

---

### **Certified English-Spanish Translator & Interpreter** · Universidad Argentina de la Empresa (UADE)

2017 – 2020 | Buenos Aires, Argentina

### **Native-Level English Certificate (C2)** · International House

2006 – 2017 | Buenos Aires, Argentina

### **Business Bachelor's Degree** · Yeshurun Torá High School

2012 – 2016 | Buenos Aires, Argentina

## **SKILLS & TOOLS**

---

**Languages:** Spanish (Native) · English (Native)

**Translation Tools:** SDL Trados Studio · other CAT tools

**Project Management:** Jira · Atlassian · BambooHR · Agile / Scrum

**General:** Microsoft Office · G Suite · AWS · Figma · HIPAA compliance

**Core strengths:** Attention to detail · Meeting strict deadlines · Remote team coordination · Cross-cultural communication