

Kimberley Jurawan

Jupiter, FL

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EDUCATION

University of Massachusetts, Amherst, MA

Certificate in Professional Translation & Interpreting: present Cum. GPA: 4.0/4.0

Florida Atlantic University (FAU), Boca Raton, FL

Master of Arts: French, August 2015 Cum. GPA: 4.0/4.0

Specialization: French & Francophone Literature Thesis & Area Focus: French Caribbean

Dissertation (French, 149 pages): <https://fau.digital.flvc.org/islandora/object/fau%3A31589>

University of Denver Graduate School of International Studies (GSIS), Denver, CO, Master of Arts

(Professional): International Development Cum. GPA: 3.8/4.0 (thesis pending) Specialization:

Economic Development Area Focus: Latin America

Lake Forest College (LFC), Lake Forest, IL

Bachelor of Arts, May 1999 Cum. GPA: 3.89/4.0 (Magna Cum Laude)

Majors: French and International Relations Minor: Politics

LANGUAGES

English - native proficiency

French- near-native proficiency Spanish – professional proficiency

German - working knowledge Portuguese- basic knowledge

SKILLS

Working knowledge & experience with CAT Tools (SDL Trados, memoQ, Wordfast)

Working knowledge of Adobe Photoshop & InDesign

Excellent communication, time management, organizational, multi-tasking, proof-reading & editing skills.

HONORS & AWARDS

Phi Beta Kappa (LFC) and *Phi Kappa Phi* (FAU)- National Academic Honor Societies *Phi*

Sigma Iota - Foreign Languages National Honor Society (LFC)

Pi Sigma Alpha - Political Science National Honor Society (LFC)

Trinidad & Tobago National Scholarship - for G.C.E. 'A' Level performance- Foreign Languages

WORK EXPERIENCE

FL State Certified French & Spanish Teacher, Palm Beach County (public & private) (Aug. 2008 - current): Teaching French & Spanish through AP/AICE (university-level). Florida State Teacher certification K-12.

French Instructor, Florida Atlantic University, Foreign Languages Department, Boca Raton campus (August 2009 – August

2010): Taught French 1 and 2 to university students under a Graduate Assistantship scholarship.

OTHER LANGUAGE-ORIENTED WORK EXPERIENCE

Philips Electronics North America Corporation

International Sales Associate, Orlando/Palm Beach Gardens, FL (March 2006 – August 2007): Provided support and problem resolution for international marketing and sales. Conducted some work in Spanish, occasionally in French.

Colorado Office of Economic Development and International Trade, Denver, CO

Europe Program Manager* (Nov. 2004 – Oct. 2005): Counseled companies and individuals on doing business with the European area. Organized trade missions and participation at trade shows to promote Colorado businesses in Europe. Received incoming business and diplomatic missions from Europe.

International Program Specialist* (Dec. 2003 – Nov. 2004): Conducted market research and event recruitment and preparation; performed outreach to encourage Colorado companies to do business internationally via newsletter, website and Latin American trade shows; provided administrative support to office and managed student internship program, including recruiting students into internship program.

Student Intern* (Jan. – May 2002): Conducted research and compiled information on business opportunities and contacts in Latin America for Colorado companies; assisted in the promotion of Latin American trade shows and coordination of foreign delegation trips; translated documents and information; attended courses on international business given by the World Trade Center.

* Required to work in both French and Spanish while at COEDIT

OTHER RELEVANT LANGUAGE FIELD EXPERIENCE

FINCA International/The International Alliance of Professional Women (TIA), Washington, D.C., El Salvador, Nicaragua (Dec. 2000 – June 2001)

Research Associate (as a foreign student doing DU study abroad): Introduced client surveying system to the Foundation for International Community Assistance's (FINCA) microfinance programs in El Salvador and Nicaragua; trained local banking officers on implementing surveys; set-up data entry and data-analysis and general reporting scheme for surveys; undertook test-sample of surveys by interviewing over 120 small business owners in each country. All work conducted in Spanish.

United Nations, Paris, France (Aug. – Dec. 1997)

Intern, Education, Science and Culture Organization (UNESCO (as a foreign student in Lake Forest College study abroad program): Reviewed and advised on projects bidding for UNESCO funding; attended the General Conference to report on various country diplomats' activities and concerns; and analyzed UN documents on economic and social development to provide policy guidance for the Division's reports to be submitted to the Director General of UNESCO. Conducted work mainly in French with some Spanish.