



Grizelda Ambriz

Translation and Localization Management

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SKILLS

LANGUAGE-

English/Spanish Fluent

CAT TOOLS-

SDL Trados, MemoQ, Memsource

CREATIVE SOFTWARE-

Creative Cloud, Microsoft Office

PROGRAMMING-

Python, HTML/CSS, C#

EDUCATION

Middlebury Institute of International Studies, Monterey, CA

M.A. Candidate Translation and Localization Management
excepted graduation May'22

Oxnard College, Oxnard CA / Jan '19 - July '19

Early Childhood Education, CPR/ AED Certified

University of California Davis, Davis, CA Sept '14 -June '18

B.A. Spanish with Education and Chicano Studies double minor

LOCALIZATION EXPERIENCE

Spanish Media Quality Control

GloZ / January '22 - present

- Provided linguistically appropriate corrections to translations
- Performed quality checks on webcomics and web novels in Spanish and English, looking for formatting, functional or other bugs that interfered with optimal reading experience
- Collaborated with cross-functional team members to meet required deadlines
- Maintained internal and external collaborative processes to ensure top-notch functionality
- Reviewed series under the guidance of brand safety to ensure they fit our content guidelines and clients' guidelines
- Worked with Dropbox files: PDF, PNG, and JPEG
- Collaborated with multiple project managers across time zones to meet project deadlines

Spanish Quality Assurance

IXL Learning / July '21 - present

- Assisted with implementation of quality in accordance with IXL terminology and style guide
- Communicated necessary changes succinctly and unambiguously
- Provided linguistically appropriate corrections to flagged translations
- Performed quality checks on IXL software
- Identified linguistic, functional, audio or other bugs that interfered with an optimal learning experience

Translator English to Spanish

LingoHealth / July '21 – Dec '21

- Translated website content, app and text messages associated with newly established digital health company LingoHealth helping patients with language or cultural barriers

Spanish Lead Translator

California Center for Cooperative Development / March '17 - May '18

- Maintained linguistic assets
- Translated documents and audio transcription
- Helped in event planning for conferences in the agriculture business
- Created brochures and documents for both hiring and marketing purposes
- Interpreted for members in board meetings
- Traveled with company supervisors on trips to serve as translator and assistant
- Mentor intern translators on company specific workflows and translation guidelines

Spanish Translator

UC Davis Western Institute for Food Safety and Security / June '17 - Aug '17

- Researched agriculture-specific terminology updated TM
- Translated text and audio recordings English to Spanish
- Prepared subtitles for videos and on-line presentations
- Performed various translation and interpretation duties from English to Spanish: including copyediting, localization, audio files, and live speaking presentations

PROFESSIONAL ACTIVITIES

Spanish Lead Translator **Translators for Elders / May '21 - present**

Translating documents including medical, immigration, legal, tax, utility, or financial information for elders or those in need of translation. Updating TM and proofreading and accepting translated strings.

Project Manager **ROAR / Sept '21 – present**

ROAR is a podcast produced by the Translation and Localization Management program of the Middlebury Institute of International Studies at Monterey. The localization industry might seem like a league of its own for those outside looking in, but by listening to ROAR, we hope you'll come to realize just how closely localization relates to your daily lives. And for those who are already working in the industry, we hope ROAR will offer you new and unique insights from the world of localization. In short, ROAR is for just about everyone!

- Started up ROAR again and created new departments: audio visual, outreach, marketing, and content operations to implement positions for team of 15
- Worked to connect ROAR podcast with a magazine section to show case student work, blogs on events in the industry, comics, and advice column #ASKaLocalizer
- Managed audio visual, outreach, and marketing teams and launched 8 podcast episodes having 700% increase from last year team Fall'20-Spring'21.

Marketing Lead **Camploc / May '21 – present**

CampLoc is the brainchild of Middlebury Institute of International Studies Translation and Localization Management (TLM) students seeking to experience the localization industry firsthand. CampLoc is more than just a spring conference but an organization that allows for virtual connection as well. It is a chance for students to feel like they are a part of the localization field, for businesses to show students the different aspects of the field, and finally, to bolster and foster the growth of the l10n and i18n fields as a whole.

- Currently handling all external and internal advertising of Camploc and events.
- Creating graphics, writing copy for social media, maintaining and recreating Camploc website, DTP.
- Coordinating with companies in the industry for virtual events with Translation and Localization students at MIIS

TILM Mentorship Program Representative **TILM / May '21 – present**

Have you considered being a mentor for a junior colleague, or getting practical advice from an upperclassman or alumni? Join the Translator Interpreter Localization Management Mentorship Program (TILM), which aims to help students, alumni, and professionals build connections with peers and future colleagues, to shape the next generation of the translation, interpretation, and localization industries!

We pair less experienced individuals with upperclassmen/alumni to forge new industry connections, share advice, and learn what's out there in the wild world of localization.

