




DANIELA VILJOEN

CONTACTS

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 DanielaViljoen

 221 Second Avenue,
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EXPERTISE

Translation/Localization
Program Management
Customer Service
Staff Development
Budgeting/Negotiation
Logistics/Planning

LANGUAGES

English (Fluent)
Spanish (Fluent)
Professionally trained in
Spanish-English Translation

SOFTWARE

CAT / Swordfish
Microsoft Office Suite
Google Suite

ABOUT ME

I am a US citizen relocating to San Diego after many years in Latin America. I have over 20 years experience as a translator and 6+ years experience managing translation and linguistic services teams.

I am seeking a position that will utilize both my training in linguistics and my extensive program management experience. I am relentless in my drive for quality and efficiency, and enjoy the challenge of leading teams.

RELEVANT EXPERIENCE

OWNER / DIRECTOR

Servicios Lingüísticos SLT and Tunari Translations
Cochabamba, Bolivia | 2013-2019

- Leveraged a stellar service reputation as a Spanish/English translator (Tunari Translations) to build a boutique translation services organization (Servicios Lingüísticos SLT) providing linguistic services in five languages in the realms of civil engineering, law, academia, banking, and education. Services included: translation, language classes, TOEFL preparation, and continuing education for linguists.
- Directed business strategy and operations, including marketing, business development, program implementation/improvement, staff and vendor contracting, policies and procedures, and best practices.
- Oversaw translation contracts from start to finish, including generating estimates, negotiating contracts, prioritizing projects, budgeting/cost management, and delivery to client.
- Ensured top-quality translations through use of translation tools (CAT, memories, databases), localization and use of style guides, editing and proofreading/internal reviews, version management, and use of desktop publishing/formatting.

PROGRAM DIRECTOR

Linguistics Resource Center, Universidad Mayor de San Simón
Cochabamba, Bolivia | 2014-2015

- Managed 15+ staff across 5 areas: Translation Center, Language Lab, Computer Center, Audiovisual Library and Evaluation Center.
- Oversaw student translations including interfacing with on-campus and external clients, prioritizing projects, managing student teams, and ensuring linguistic quality of translations.
- Proposed innovative restructuring to update equipment and software, improve services, and create a cutting-edge learning experience.
- Contributed to program development for the graduate-level Certificate Program in Translation.
- Taught undergraduate courses in English and Translation.

EDUCATION

CERTIFICATE IN TRANSLATION (SPANISH/ENGLISH)

UC San Diego Extension
2016

MS DEGREE COURSEWORK IN HIGHER EDUCATION

Universidad Mayor de San Simon
2002-2003

BA IN APPLIED LINGUISTICS, LANGUAGE INSTRUCTION

Universidad Mayor de San Simon
Graduation with Honors
1997-2001

ASSOCIATIONS

AMERICAN TRANSLATORS ASSOCIATION

Associate Member
2013-Present

OTHER RELATED EXPERIENCE

(Continued)

PROFESSOR, POSTGRADUATE CERTIFICATE PROGRAM IN TRANSLATION, DEPARTMENT OF LINGUISTICS

Universidad Mayor de San Simón / Cochabamba, Bolivia | 2014, '15, '19

- Prepared lesson plans, materials, exams, and portfolio reviews for online and in-person post graduate coursework:
 - General Translation Theory: English>Spanish
Introduction to the history of translation, strategies and techniques in translation, and methods of translation.
 - Specialized Translations: Spanish>English and English>Spanish
Overview and strategies for translations in specialized fields (e.g. academic, business, legal, consumer-oriented texts, etc.)
 - Editing for Translation: Spanish>English
In depth discussions of copyediting, proofreading, and style topics (target audience, level of discourse, tone of voice, etc.)

COUNTRY DIRECTOR - BOLIVIA

INTERIM COUNTRY DIRECTOR – INDIA & ARGENTINA

Projects Abroad, Cochabamba, Bolivia | 2002-2011

- Worked independently as a single, remote employee of a UK-based company to build a program that became the premier gap-year volunteer destination in Bolivia.
- Successfully integrated 800+ international volunteers aged 16-65 into 50+ government and non-profit organizations.
- Interviewed, hired, trained, and managed 20+ employees (admin, program managers, and project staff).
- Managed recruitment, selection, training, and matching of 50+ host families for volunteer cultural immersion. Performed periodic audits to ensure volunteer and host satisfaction.
- Negotiated and managed 50+ contracts with government and non-profit organizations to develop volunteer placements.
- Maintained detailed program records/database to ensure legal compliance, client satisfaction, and cost efficiency.
- Planned, budgeted, marketed, and executed events for volunteers, host families, and placement organizations.
- Prepared/presented program proposals, budgets, schedules, and progress reports to company management in the UK.
- Oversaw all aspects of finance and accounting, including budgeting for administration and project development, fundraising, contract negotiation, and management of legal and accounting contractors.
- In India and Argentina, conducted evaluations of country directors and program-wide operations audits. Guided efforts to improve existing programs and oversaw the development of new program offerings.

REFERENCES AVAILABLE UPON REQUEST