

# Lena Greenberg

## *Linguist*

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+1-267-844-0451

### Education

#### MA, Translation and Interpretation

August 2019-May 2021

Middlebury Institute of International Studies at Monterey

Grade Point Average: 3.90

#### BA, Linguistics

August 2015-May 2019

University of Pennsylvania

Grade Point Average: 3.99, graduated *summa cum laude*

Minors: Hispanic Studies, Near Eastern Languages and Civilizations

Includes semester abroad at the University of Seville's School of Philology through the Consortium for Advanced Studies Abroad

### Languages

- English (native)
- Spanish (fluent)
- Catalan (fluent)
- Modern Standard Arabic (basic)

### Software

- SDL Trados
- Phrase
- Smartcat
- Plunet
- ABBYY FineReader
- Adobe
- Office

### Selected Work Experience

#### Freelance linguist

May 2021-present

Provide linguistic services, including:

- Translation from Spanish and Catalan into English (US and UK variants).
- Editing and proofreading of English-language content, both translations by other linguists and documents in English written by non-native speakers.
- Post-editing, or human editing of machine translations produced by artificial intelligence platforms.
- Transcription and, where appropriate, translation of audio recordings and videos.
- Desktop publishing of translated texts to maintain the format of the original, and review of proofs, for translations formatted by third parties, to detect linguistic and formatting issues.

The texts I typically work with, which cover various sectors and fields, includes the following:

- press kits,
- event programs,
- product descriptions,
- press releases,
- blog posts,
- internal communications,
- annual reports,
- ...and more.

Account Manager/Project Manager on Duty, Tick Translations      **July 2021-January 2025**

- Managed translation projects as an account manager/project manager at a Barcelona-based language services provider outside of standard European working hours. Duties included preparing and sending quotes and order confirmations to clients and assigning projects to translators and proofreaders.

Annotator, Linguistic Data Consortium      **January 2016-May 2022**

- Annotated English and Spanish data for natural language processing projects.
- Performed quality control of other annotators' work.

Summer intern, US Consulate in Barcelona      **May-July 2019**

- Assisted in preparing reports on political developments in the Consular district.
- Translated news articles and documents.
- Researched and wrote pieces on issues related to politics, economics, and human rights.
- Prepared briefing papers for the Consul General's meetings with local contacts.