

# Ellen Weiss

## RESUME

### 1. PERSONAL INFORMATION:

Address:

Abraham Zepeda 27, Casa 14.  
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Citizenship: U.S.A.

### 2. Languages

Native – English. Other – Spanish

### 3. EDUCATION

|                         |  |
|-------------------------|--|
| <b>Master of Arts</b>   | St. Mary's University, Mpls., MN, 1996 (Thesis: Participatory Democracy) |
| <b>Bachelor of Arts</b> | Metropolitan State University, St. Paul, MN, 1994 (Sociology)            |
| <b>TEFL Certificate</b> | Hamline University, St. Paul, MN, 2004                                   |

### 4. PRINCIPAL SKILLS

- Translating: Spanish to English
- Editing and proofreading: English
- Program coordinating and business management
- Teaching English as a second language
- Design, layout, and editing of newsletters
- Media Relations

### 5. PROFESSIONAL EXPERIENCE

#### Translator/Interpreter

**Translator:** *Dr. Claudia Pontón*, UNAM, Mexico City. Translation of an academic article about education and the information age for a professional journal. February 2007

**Literary Translator:** *Juan Carlos Vallejo*, Vermont, United States. Translation of screenplays and literary, political and social texts for Mr. Vallejo, who is a journalist, writer, and international political analyst from Columbia. 2006 to present

**Bilingual Assistant/Translator:** *CETLALIC Centro de Idiomas e Intercambio Cultural*, Cuernavaca, Mexico. Assistant to the Director in promotion and correspondences, as well as translator and interpreter. 2006 to present

**Technical Translator:** *Andromeda (translation agency)*, Mexico City. Translation of technical documents. 2006 – present

**Technical translator:** *Mexico National Institute of Public Health (INSP)*, Cuernavaca, Mexico. Translations of articles for the health journal. 2005 to present

**Business translator/interpreter:** *TEI, Inc.*, Minneapolis, Minnesota. Business representative and public relations for TEI with their Mexican clients. 2002 – present

**Translator:** *Casamata Museum*, Matamoros, Mexico (contracted by Sueños y Quimeras, S.C.). Translation of Mexican history about the U.S.- Mexico border, including interviews, subtitles, historical texts, graphic displays and signage, and interactive educational computer games. 2005 – 2006

**Spanish transcriptions:** Transcribing Spanish translations of textbooks translated by Gabriel Nagore Cázares for *McGraw Hill Publishing Company*, Mexico City. 2005 – 2006

**Translator:** *Mexican Secretary of Public Education*, Mexico City. Proofreading and editing of an educational presentation. 2005

**Interpreter:** *Burnett Reality*, Bloomington, Minnesota. Interpreter for Mexican clients looking for homes through Burnett Reality. 2003

### **Editor and Writer**

**Editor and proofreader:** *Mexico National Institute of Public Health (INSP)*, Cuernavaca, Mexico. Editing and proofreading articles for the INSP health journal. November 2005 to present.

**Business writer:** *TEI, Inc.* (General Manager), Minneapolis, Minnesota. Editor and designer of annual reports and promotional brochures, among other responsibilities. 2002 – 2004

**Grantwriter:** *Community Celebration of Place* (Assistant Director), Minneapolis, Minnesota. Grantwriting, among other responsibilities related to the national educational program, *Elder's Wisdom, Elder's Song*, that brings together people from different cultures and ages to recognize and celebrate their commonalities and differences. 1999 – 2003

**Author:** *Minnesota Consumer Health Care Commission of the Minnesota Legislature* (Co-president), St. Paul, Minnesota. Co-author of the report to the legislature on health care services. 1995 – 1997

**Author:** *MAPA* (Researcher), St. Paul, Minnesota. Researcher, author, editor, and designer of *Money in Minnesota Politics*, reports for the state legislature and general public, as well as editor of MAPA's quarterly newsletter, *Currents*. Also author of several articles published by newspapers in the state and spokesperson on the subject of campaign finance reform. 1992-1997

**Editor:** *JCA* (Administrative Assistant), St. Paul, Minnesota. Editor, designer, and layout for the monthly newsletter *T'Kiah*. 1998-1999

### **ESL Teacher**

*Interspan Institute* and private classes, Tepoztlan, Mexico. 2004-2005

*Hamline University* (student teacher), St. Paul, Minnesota. 2004.

*Chicanos Latinos Unidos en Servicios* (volunteer), Minneapolis, Minnesota. 2003-2004

*Lincoln English Language School* (volunteer), Minneapolis, Minnesota. 2003-2004.

### **Public Spokesperson**

I was a public spokesperson on the issue of health care as part of my responsibilities as Director of Minnesota Coact, member of the Health Care Consumer Board and Co-Chair of the Minnesota Consumer Health Care Commission. As spokesperson, I gave interviews about health care reform for print and television news media, participated in formal negotiations with representatives of insurance companies, hospitals, and health plans, and participated in public panel discussions sponsored by the Minnesota Physician Medical Business Newspaper. 1995-1997

I was a public spokesperson on campaign finance reform as part of my responsibilities as Research Director for MAPA. I gave interviews on the issue for print and television media, testified before the Minnesota State Legislature, and was a guest on the call-in radio program Midday on Minnesota Public Radio. 1994-1999

### **Program Coordinator**

As Assistant Director for Community Celebration of Place ([www.communitycelebration.org](http://www.communitycelebration.org)), I developed and facilitated workshops, trained teachers, and coordinated programs for a cross-cultural, intergenerational community-building process that integrates oral history, song-writing, and performance. 1999-2003

As Program Coordinator and Research Director for MAPA, I designed and facilitated community workshops, wrote reports and was spokesperson for press and radio about various public policy topics. 1994-1999

As Director of Minnesota COACT and Co-Chairperson of the Minnesota Consumer Health Care Commission, I developed community educational workshops about ways to improve health care delivery in the United States, heard public testimony from patients about ways in which the health care system failed to deliver adequate services, and was public spokesperson on the issue. 1995-1997

### **Business Management**

As General Manager for TEI, Inc. I supervised financial, technical, and sales personnel, and led business planning meetings for a small, family-owned manufacturing business. 2001-2003

As Assistant Director for Community Celebration of Place I managed all administrative aspects of a small non profit organization. 1999-2003

## **6. PROFESSIONAL DEVELOPMENT**

IATEFL Conference, Santiago, Chile, 2004.

Minnesota Literacy Center Conferences and Teacher training workshops, 2003-2004.

Attended Spanish immersion programs in Guatemala and Mexico, 2001, 2003 and 2004.

Mediation Training, U. of North Dakota Conflict Resolution Center. 2003.

## **7. TECHNICAL EXPERIENCE**

Mechanical Drafter, EMA, Inc. Minneapolis, Minnesota 1987-1991

Experience using Microsoft Word, Excel, QUARK Express, AutoCAD, FileMaker Pro, MacIntosh and IBM.