

# LAUREL PORTER

LAGUNA TRANSLATIONS

ATA MEMBERSHIP NO. 227067

## EXPERIENCE

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**2001–present** *Freelance Typesetter, Copy Editor, Consultant*

- Brokering translations for technical manuals
- Updating content and design of internal and external print materials for CE compliance
- Updating brochures and preparing them for print vendors

**1998–present** *Freelance Translator, LagunaTranslations*

- Translating from German, French, and Italian into English
- Preparing and editing text in English for documentaries, treatments, websites, publicity materials, etc.
- Providing word-for-word, literal, and poetic translations for classical concerts, operatic productions, and professional opera singers

**1996–1999** *English as a Second Language Teacher, Eurocentres, GmbH*

- Evaluating teaching materials, devising lesson plans, and leading classes ranging from one to 24 adult students; emphasis on American business English; main clients, Bayer GmbH

**1988–present** *Freelance Singer/Actress (Germany, Austria, Switzerland, USA)*

- Performing opera, operetta, and musical theatre roles and concerts in English, Italian, French, Spanish, and German; acting in instructional videos

**1980–1982** *Copy Editor, Trainex*

- Proofreading and copy editing medical training film scripts and collateral educational materials

## CREDENTIALS

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**1986** *University of California, Irvine*  
Bachelor of Music Irvine, CA

**2001** *American Translators' Association*  
German→English translation accreditation

## PROFESSIONAL ASSOCIATIONS

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- American Translators' Association (active member)
- American Guild of Musical Artists (active member)

## SKILLS

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- Translating German, French, and Italian into English
- Precision proofreading and copy editing in English
- Facility in Microsoft Word, WordPerfect, Excel, Quattro Pro, PowerPoint, CorelDRAW, and PageMaker
- Quick formatting and text entry—typing speed 75 wpm

## CLIENT LIST

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Available upon request

SAN DIEGO, CALIFORNIA  
LAUREL@LAGUNATRANSLATIONS.COM  
PHONE: 1.949.422.6461