

Maria Paula Diamanti

12725 Layhill Rd. #201
Silver Spring, MD 20906
301-693-5107
pauladiamanti@gmail.com

WORK EXPERIENCE

Bilingual Content Specialist & Translation Team Coordinator *September 2006 – present*

Dr. Charles W. Stansfield, President
Second Language Testing, Inc.
Rockville, MD 20852

- Manage and supervise translation projects by allocating translators/reviewers/DTP consultants, establishing and following deadlines, and communicating with the client and providing them with weekly status reports.
- Manage and supervise staff's progress and performance on translation projects; organize staff meetings and training sessions.
- Review and assess Spanish-English assessment materials for language appropriateness, and ensure that there is no content variance between the original and the translation.
- Translate assessment materials from English into Spanish, and vice versa. Review translated materials to verify appropriateness of the translation.
- Review the language of English assessment items for the use of Plain Language, and provide suggestions for linguistic simplification of the items.

Interim Course Coordinator and Supervisor *February 2006 – June 2006*

Dr. Alene Moyer (Faculty TA Supervisor) & Dr. Günter Pfister (Dept. Chair)
University of Maryland, Germanic Studies Department
College Park, MD 20742

- Supervise instructors throughout a semester. Create teaching schedules/plans for the elementary and intermediate German courses; plan and organize orientation and coordination meetings as well as annual oral interview sessions with students; assist TAs with their course instruction; further develop and maintain the online resources manual for TAs as well as course specific online spaces.

Internship at an Educational Publishing Company *October 2005 – December 2005*

Luz Aranda
Words and Numbers
Baltimore, MD 21211

- Translate text (English to Spanish) to be found in educational textbooks following guidelines given by the clients.
- Edit and revise manuscripts in Spanish for grammatical content and stylistic appropriateness.

Assistant Course Coordinator *August 2005 – December 2005*

Dr. Alene Moyer, Faculty TA Supervisor
University of Maryland, Germanic Studies Department
College Park, MD 20742

- Assist the faculty supervisor in the management of the TAs/instructors. Participate in the coordination of orientation sessions and meetings, assist TAs with their course instruction, further develop and maintain the online resources manual for TAs.

Online Course Environment Designer *Summer 2005*

Dr. Alene Moyer, Faculty TA Supervisor
University of Maryland, Germanic Studies Department
College Park, MD 20742

- Design online course templates for the elementary and intermediate German courses at the University of Maryland. Create modules, update course content information, and find and upload useful materials.

Instructor of German *August 2004 – June 2006*

University of Maryland, Germanic Studies Department
College Park, MD 20742

- Teach beginner and intermediate level German to university students. Design the syllabus, tests, assignments and projects for the class, and grade students accordingly.

Language Instructor *August 2003 – December 2003*

Berlitz Language Center
Rockville, MD 20852

- Teach Spanish or German in an individual or group setting. Focus on conversation and interaction with the student(s) in the target language.

Translator and Interpreter *September 2001 – May 2002*

Department of Residential Facilities; Department of Facilities Management
University of Maryland College Park, MD 20742

- Interpret from English to Spanish and vice versa for supervisors and employees during meetings and evaluations; translate written documents.

EDUCATION

- **M.A. (2006)** from UMCP in **Second Language Acquisition and Application** (Specialization: German)
- **M.A. GPA 4.0**
- Received a 'high pass' mark in the M.A. German Comprehensive Exam
- Awards: Distinguished Teaching Assistant Award 2006
- **B.A. (2004)** from UMCP in **German Language and Literature (Cum Laude)**
- **B.A. (2004)** from UMCP in **Spanish Language and Literature (Cum Laude)** emphasis in Translation
- **Major GPA 3.9; General GPA 3.9**
- Graduated with honors for Spanish and German (successfully completed the required Theses)
- Citation and Certificates: Italian Language and Literature; Civil Society (CIVICUS Program)
- Member of the Phi Beta Kappa Honorary Society and the Golden Key International Honors Society
- Awarded Scholarships: Anna Bach Scholarship 2002; Baden Württemberg Langesstiftung 2002

ADDITIONAL QUALIFICATIONS AND SKILLS

- Bilingual in Spanish and English, fully proficient in German; intermediate verbal and written knowledge of Italian; and basic conversational skills in Portuguese
- Study abroad experience: Summer in Tübingen, Germany (2001), Year in Tübingen, Germany (Fall 2002 & Spring 2003)
- Computer Software: MS Office applications, WordFast, Adobe Acrobat, TurboTax, TaxCut; TRADOS 2007
- Excellent research and internet skills; experience with WebCT (online course management tool) & template design; basic knowledge of Adobe CS3 and QuarkExpress