

**SILVIA GILLESPIE**

**www.tropicaltranslations.com**

**Translation/Editing Rates: US\$0.08/US\$0.03 Tel: 954-263-5785 E-mail: genova95@aol.com**

**Italian/Spanish - English Translator and Editor**

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I graduated with a high school degree from the American International School in Athens, Greece and attended one year of college at the Colegio Internacional de Caracas in Venezuela pursuing a business administration career. The child of Italian parents, I have traveled the world extensively (living in eight different countries) both as a child and as an adult thanks to my father's position with Alitalia Airlines. I am the co-owner of [www.sunnydazeescape.com](http://www.sunnydazeescape.com) - a vacation rental and management business located in South Florida. You may find more information on me both at my LinkedIn page: <https://www.linkedin.com/in/silviagillespie/>, my Proz page <https://www.proz.com/translator/1968041> and at my ATA page <https://www.atanet.org/listing/13678>.

**Areas of Specialization:**

Medical  
Legal  
Contracts

Court Documents  
Marketing  
Lease and Purchase Agreements

Diplomas  
Advertising  
Miscellaneous

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**Professional Experience**

**FS LANGUAGES, Professional Translator/Editor**  
**Houston, Texas (Web Based - Online)**

**June 2010 to Present**

**COMPREHENSIVE LANGUAGE SERVICES, Professional Translator/Editor**  
**Washington, D.C. (Web Based - Online)**

**October 2011 to Present**

**IDEA LANGUAGES, Professional Translator/Editor**  
**Springfield, VA (Web Based - Online)**

**June 2010 to Present**

**LANGUAGE SCIENTIFIC, Professional Translator/Editor**  
**Medford, Massachusetts (Web Based - Online)**

**January 2016 to Present**

**INTEGRO LANGUAGES (LEXXICA), Professional Translator/Editor**  
**Norwich, United Kingdom (Web Based - Online)**

**June 2018 to Present**

- Translation and editing of approximately 100-150 documents on a monthly basis averaging between 50-5000+ words each
- Documents vary from birth, death and marriage certificates; school diplomas, report cards and certificates; passport and ID Cards; lease and purchase agreements, judgments, divorce decrees, advertising documents, work proposals, business contracts, financial spread sheets, medical reports and other various legal and non-legal documentation and forms
- Language pairings are Spanish and/or Italian into English

**GRAYROBINSON, Legal Assistant Intellectual Property Department**  
**Fort Lauderdale, FL**

**December 2008 to June 2013**

- Prepare, docket and maintain all litigation matters for both attorneys
- Electronically upload Court pleadings and filings to the PACER Court Website
- Set up meetings between attorneys and potential clients
- Transcribe letters, memos and emails as needed
- Review, mail and track payment of all invoices to clients
- Track CLE credits (spreadsheet) for both attorneys
- Prepare trademark applications and filings electronically
- Maintain deadline calendars for all litigation matters
- Aid in completing all patent applications and organize for filing
- Translate documents and simultaneous translations for all attorneys

**BRINKLEY MORGAN SOLOMON TATUM, Legal Assistant Intellectual Property Department  
STANLEY LUNNY & CROSBY, LLP  
Fort Lauderdale, FL**

**September 2001 to December 2008**

- Create and maintain litigation, patent, trademark, and copyright files
- Assist in preparing all patent applications
- Interact with patent draftsmen to assure drawings are complete for patent applications
- Interact with, assist and support other departments for attorneys jointly working on cases
- Maintain docket entries and calendaring for all IP litigation cases
- Translate documents and simultaneous translations for all attorneys
- Draft pleadings for Court cases and maintain all cases including calendaring all deadlines
- Maintain all Trademark Trial and Appeal Board (TTAB) files including docketing of all upcoming deadlines

**ALLIANCE ENTERTAINMENT CORP., Legal Assistant/Paralegal  
Coral Springs, Florida**

**May 1999 to June 2001**

- Draft, review and finalize all licensing and consumer direct fulfillment (CDF) agreements for customers interested in being part of Alliance's All Media Guide, a written guide to all music, movies and video games provided by the Company
- Interact with other departments (sales, marketing, licensing and CDF) to gain information for the preparation of the agreements and to discuss any particulars of each agreement
- Support, in all aspects of legal work, the General Counsel and two In-House Attorneys
- Organize depositions. Most currently for Alliance Entertainment Corp. vs. Muze for both the New York and the California cases
- Responsible for the preparation and filing of all annual reports, DBAs, authorizations to conduct business and company withdrawals for the mother company and all subsidiaries located in the various states
- Responsible for the gathering of all due diligence documents for mergers and acquisitions which the Company has been involved in. Played a key role in providing information and preparing documents in the merger of Alliance and Digital On-Demand, Inc. a California based company
- Assist with pre-closings and closings for major lawsuits such as Alliance Entertainment Corp. vs. Muze and Alliance Entertainment Corp. vs. Shopping.com
- Draft and track employee stock option agreements
- Translated all types of documents on an as needed basis

**SUNBEAM CORPORATION, Legal Assistant to Intellectual Property Department  
Boca Raton, Florida**

**August 1998 to April 1999**

- Provided administrative support to the Trademark and Patent In-House Attorney
- Prepared and revised Non-Disclosure Agreements (NDAs), Service Agreements, Employment Agreements, and various others types of legal and non-legal agreements
- Created NDAs for all outside inventors interested in proposing new inventions to Sunbeam Corporation for their review
- Maintained database to track all inventor's information
- Organized and updated trademark and patent information in Excel on the entire trademark and patent family belonging to Sunbeam Corporation
- Created and maintained all litigation and trademark /patent hard files, more than 6,000 files in Excel spreadsheets
- Created a billing code format spreadsheet to be used by all Sunbeam business units
- Major asset in preparing, delivering and retrieving from inside staff, the necessary forms for the Foreign Corrupt Practices Act project taking place once a year
- In-House Translator

**SUNBEAM CORPORATION, Executive Assistant to the Vice President & General Counsel  
Delray Beach, Florida**

**May 1996 to August 1998**

- Translated and transcribed legal documents from Spanish to English
- Created, reviewed and finalized in various legal agreements
- Prepared quarterly board books for the yearly meetings with the Board of Directors
- Prepared forms for all SEC filings in connection with the reporting of investors and all shares
- Transcribed documents and letters
- Coordinated corporate arrangements for Legal Departmental meetings
- Assisted General Counsel in gathering information for the company annual reports

**DISTRIBUIDORA SAL BAHIA, C.A., Payroll Manager –Accounting Department  
Barcelona, Venezuela**

**October 1992 to April 1995**

**HERTZ RENT-A-MOTOR, Rental Agent  
Barcelona, Venezuela**

**February 1991 to October 1992**

**LE PAPIER, C.A., Head Salesperson  
Caracas, Venezuela**

**April 1989 to February 1991**

**Language Skills**

Completely fluent in English, Spanish and Italian (both written, oral and comprehensive).

**Computer Skills**

Proficient in: MS Word, MS Excel, Word Perfect, Microsoft Outlook, MemSource, Access, Lotus for Windows, PowerPoint, Paradox, Juris Classic, Juris and Juris Time Sheets, Patsy (Intellectual Property tracking database), Pacer (internet research center for information on US court cases) and Internet research of any type (i.e. Sunbiz, Westlaw, USPTO, Pat2PDF, WIPO (World Intellectual Property Organization), etc), Aderant.