

TAYLOR ACTON

Freelance Translator

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Arizona, USA

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PROFESSIONAL SUMMARY

My mission is to uplift the Micronesian community in the United States by providing English-Pohnpeian translation service. I believe that understanding one another in our own language will bring people together, reduce barriers, and develop common ground. As a freelance translator, I strive to be the intermediary that supports the bridge building between the Micronesian community and others in the United States.

EXPERIENCE

Freelance Translator (English <> Pohnpeian) 2010-Present

- Assisted dozens of translation agencies in their needs for English-Pohnpeian translation projects
- Translated COVID contact tracing and immunization documents for the Oregon State Department of Health and Hawaii State Department of Health, totaling tens of thousands of words and hundreds of pages with frequent revisions and updates over a 2.5-year period
- Provided translation assistance to doctor-patient communications for hospitals nationwide
- Translated court summons and legal proceedings for people in need of language assistance at trial
- Assisted school districts nationwide in translating teacher/school-parent communications from English to Pohnpeian
- Translated voter information materials for the City Clerks office of the City and County of Honolulu, HI

Volunteer Representative, *The Church of Jesus Christ of Latter-day Saints*, Micronesia 2008-2010

- Conducted social work and community outreach activities focused on improving the daily lives of residents on the islands of Pohnpei, Palau, and Guam
- Translated doctor-patient conversations in support of the US Navy hospital ships in port to assist the local community
- Developed training courses and taught new representatives the Pohnpeian language upon arrival on island
- Taught English language courses to Pohnpeian native speakers as part of a community outreach program

EDUCATION

Master of Business Administration, W.P. Carey School of Business, Arizona State

Bachelor of Science, Marriott School of Business, *Brigham Young University*, Provo, UT 2013

- Major: Accounting; Minor: Geography, Travel and Tourism

SKILLS

- Accountable, dependable, and consistent
- Focused on customer service and providing clients and their customers with great value
- Specialty fields: Public health, education, business, legal
- Microsoft Office Suite (Word, Excel, PowerPoint, etc.)
- Translation Tools: MemoQ
- Languages: English (native), Pohnpeian (fluent)