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## CAPABILITY STATEMENT

### Core Competencies

Design & deliver industry specific language services:

- ❑ English-Spanish Translation: Operational protocols, manuals, data, and training modules
- ❑ Document Editing: Linguistic correction and stylistic conventions for grant and research reports
- ❑ Copywriting: Government letters, sponsorship requests, and technical documents
- ❑ Face-to-Face and Online Training: Cross cultural communication, technical writing, public speaking

### Past Performance

- ❑ Translation: Spanish-English translation of procedural manual and training modules for Leonardo Fifth Avenue, Inc. San Juan, PR (In progress).
- ❑ Editing: Federal grant yearly report to the US Department of Transportation. Engineering team of researchers from the University of Puerto Rico. September 2018
- ❑ Copywriting: Letter to the Puerto Rico government introducing plausible educational partnership. JRL's Girls Home Care Solutions, Corp. San Sebastian, PR. November 2018
- ❑ Training: Designed curriculum on written genres and spoken discourse needed for internships. USDA grantee from the University of Puerto Rico, April-May 2018

### Differentiators

- ❑ Industry specific translations thanks to formal language training (PhD in Literacy & Language) and interdisciplinary work.
- ❑ Understanding of data sensitivity and confidentiality (Collaborative Institutional Training Initiative, CITI)
- ❑ 97% of our clientele approves our written work after the first round of revisions.
- ❑ Teaching performance of 93% according to peers and learners in 12 years of instruction.

### Corporate Data

- ❑ Sole proprietorship which started operations in August 2017
- ❑ D-U-N-S Number: 081140454
- ❑ CAGE Code: 82T34
- ❑ NAICS:
  - 511199 All Other Publishers
  - 541930 Translation & Interpretation Services
  - 561410 Document Preparation Services
- ❑ Certifications:
  - Creative Industry (Puerto Rico Trade and Export Company)
  - Young Entrepreneur (Puerto Rico Trade and Export Company)

### Point of Contact

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