

CCC Communications, LLC



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VOICEBOXER

ata MEMBER
American Translators Association

CERTIFIED
WOMEN
OWNED



Qualifications

Carol A. Calvo-Cota

English<>Spanish Translation & Interpretation
Houston, TX

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BUSINESS MEETING

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Carol A. Calvo-Cota, President of CCC Communications LLC, has been an English<>Spanish interpreter and translator for the past fourteen years. Born to Spanish parents in New York, Carol lived and went to school in Madrid until she was 16 when the family moved to Mexico City where Carol graduated from the American High School. After college, Carol returned to Mexico to work.

Carol has 22 years of experience in the hotel business: international tourism sales and marketing, human resources, insurance, due diligence and training in Mexico, and the United States, while ***traveling as an executive native speaker throughout South America. She ensures that the end-user is aware of expressions and idioms that are unique to each country in Latin America.***

Carol has interpreted for **Managing Directors** for companies with operations in Mexico, Colombia, Venezuela, Ecuador, Argentina, Spain, Peru, Bolivia, Chile and **high-level government officials** from Equatorial Guinea, Mexico, Argentina and the United States. She is also passionate about serving others and that education is key to the success of future generations. Carol has worked with **non-profit**, and government funded organizations to ensure their mission and vision is effectively communicated to those they serve.

Why CCC Communications LLC?

- ▶ *Carol's unique and multicultural background inspires her passion for communication, providing you and your end-users with non-accented, native English and Spanish that is in tune with each country's language expressions for the seamless inclusion of a diverse group of stakeholders.*

- ▶ References available upon request

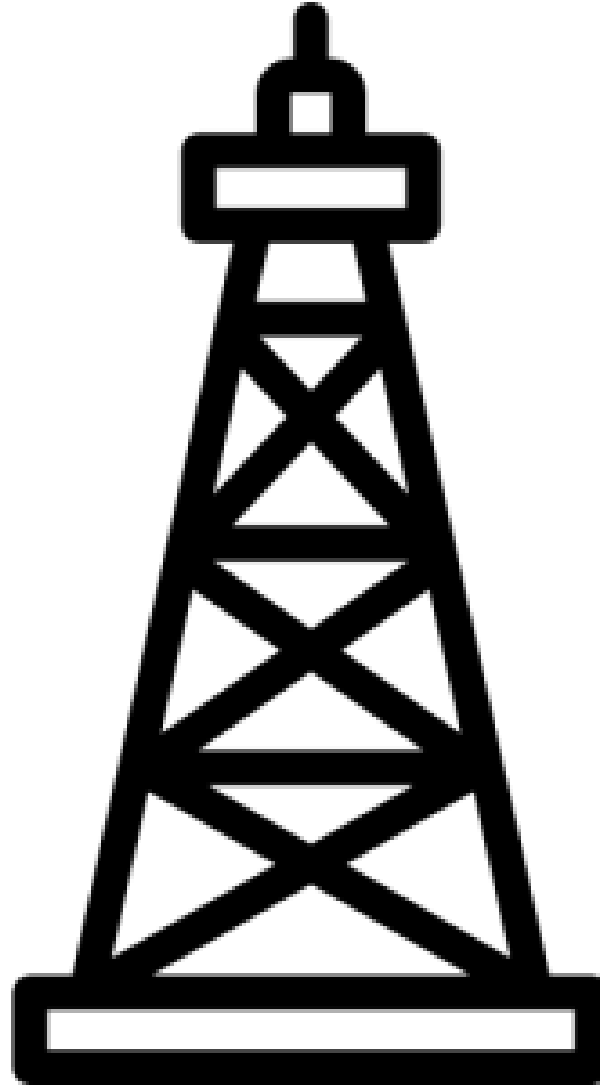
- ▶ **Certified as a small, women owned business by the Small Business Administration.**

Education

- ▶ BS, Consumer Sciences and Merchandising, University of Houston
- ▶ International Marketing, University of Dallas
- ▶ Graduate level courses in Marketing, Tecnológico de Monterrey

Oil and Gas

- ▶ Equipment/Instrumentation Diagrams
- ▶ Hydraulic Fracturing and Shale Plays
- ▶ Cement Technology
- ▶ Casing Equipment
- ▶ Social Investment Strategy
- ▶ Safety Valves
- ▶ Security in High-Risk Areas
- ▶ Mergers and Acquisitions
- ▶ HR, Finance and Accounting Policies



- ▶ Facility Tours
- ▶ Completions
- ▶ Liquid Natural Gas
- ▶ Upstream, Downstream, Midstream
- ▶ Contract Negotiations
- ▶ Software
- ▶ Country Situation Updates
- ▶ International Energy Conferences

Education

- ▶ Early Childhood Education
- ▶ Special Education
- ▶ School Handbooks/Code of Conduct
- ▶ Rules and Regulations
- ▶ Rights of Disabled
- ▶ Early Childhood Development Curricula
- ▶ Interpretation for Kids
- ▶ Head Start
- ▶ Staff Training



Training

- ▶ Sexual Harassment
- ▶ Janitorial Cleaning Products
- ▶ Cardiopulmonary Resuscitation
- ▶ Restaurants, Hotels & Bars
- ▶ Human Resources
- ▶ Insurance/Financial Products
- ▶ Safe Work Procedures
- ▶ Software: Engineering, Accounting, Sales, HR, etc.
- ▶ Mental Health
- ▶ Nutrition
- ▶ Proprietary/Trademarked Products
- ▶ Safe Work Procedures

Government

- ▶ Foreign Ministers, Presidents and US Secretaries
- ▶ Park Boards
- ▶ Veteran Benefits
- ▶ Food & Drug Administration
- ▶ Worker's Compensation
- ▶ Community Health Assessments
- ▶ Department of Health & Human Services
- ▶ Social Security Administrative Hearings
- ▶ FEMA Disaster Recovery

Other Markets



DON'T JUST
TRANSLATE
WORDS.
TRANSLATE IDEAS.

- ▶ Market Research: Focus Groups/Store-Home Visits
- ▶ General Business Meetings
- ▶ Contract Negotiations
- ▶ Clinical Trials/Pharma
- ▶ Telecommunications
- ▶ Mining
- ▶ Multilevel Marketing
- ▶ Food & Wine/Famous Chefs
- ▶ International Sports Associations
- ▶ Non-Profits
- ▶ Convention Escort
- ▶ Religion