



Language Services Intern, Translation Division

MasterWord Services, Inc. - Houston, Texas (Energy Corridor area) www.masterword.com

A Leading provider of industry-specific language solutions, MasterWord Services works with over 300 organizations, in over 200 languages across four different continents.

We are seeking a highly motivated college student to work as a Language Services Intern.

Internship Description

- A minimum of 10 hours per week is requested during normal business hours (schedule is flexible based on intern's class requirements) and no more than 20 hours per week for a minimum of 8 weeks but with the possibility to continue until the semester ends. This is an unpaid internship but any documentation needed to obtain credit will be completed and there could be a position available upon graduation.
- Shadows the manager and project coordinators to help support translation team to help meet project completion schedules.
- Participates in resolving problems across various functions and processes, meets deadline and handles research projects per manager and project coordinator suggestion.
- Works closely with other key departments / team members such as marketing, interpretation, Desktop Publishing, Quality Control / Quality Assurance, accounting, etc.

Desired Skills & Experience:

- Fluency in spoken and written English language as well as fluency in a second language (spoken and written)
- Excellent communication and phone skills as well as excellent organizational skills
- Detail-oriented
- Able to multi-task
- Good problem solving ability and good listener
- Creative and resourceful
- High proficiency in general computer applications including MS Office
- Knowledge of major graphic design and publishing applications (Illustrator, Photoshop, Page Maker, QuarkXpress, AutoCAD, etc.)

Qualifications:

- Applicant must be bilingual
- Current University of St. Thomas student in International Studies, Business Administration or related field.

PLEASE NO PHONE CALLS and use subject line: "UST INTERN"

Kindly send resume and cover letter to Adrienne Poyet-Smith

apoyet-smith@masterword.com