

Two Talk LPS Training & Consulting Services
inquiry @ twotalklps.com
www.twotalklps.com

Services

Translation, Editing/proofreading, Website localization, Blogging and Moderation, Software Localization, Voiceover (dubbing), Subtitling, Transcription, Training, Desktop publishing, Project Management, Marketing Communications, CAD Drafting and Editing, Developing CAD drawings from original paper prints

Translation	FR>EN	ES>EN	PT>EN	EN>ES
General				
Correspondence	X	X	X	X
Technical	FR>EN	ES>EN	PT>EN	EN>ES
Mechanical Engineering	X	X	X	
Construction/Civil Engineering	X	X	X	
Computers/Information Technology	X	X	X	
Automotive Parts	X	X	X	
Machine (Appliances, Parts)	X	X		
Lean Manufacturing	X	X		
Manufacturing Work Instructions	X	X		
Quality Advancement/Problem Solving	X	X	X	
Project Management	X	X	X	
CAD/CAM (AutoCAD dwgs)	X	X		
Bill of Material (BOM)	X	X	X	
Petroleum/Energy		X		
Legal	FR>EN	ES>EN	PT>EN	EN>ES
Contracts	X	X	X	
Business	FR>EN	ES>EN	PT>EN	EN>ES
Business Correspondence	X	X	X	X
Contracts	X	X	X	
Marketing/Advertising	X	X	X	X
Real Estate	X	X	X	
Financial Reports, News	X	X	X	
Training Presentations/Instructions	X	X	X	X
Sports	FR>EN	ES>EN	PT>EN	EN>ES
Basketball	X	X	X	
Football	X	X	X	
Track & Field	X	X	X	
Soccer	X	X	X	
Literature/Humanities	FR>EN	ES>EN	PT>EN	EN>ES
Science Fiction		X		
NGO Documents (Peace Corps, etc)	X	X	X	

Training/Instruction

Sample Training Programs	Office and DTP Software Training: Adobe Creative Suite, Microsoft Office Software	Computer Aided Drafting with AutoCAD, Solidworks, Pro/Engineer	Foreign Language Instruction at Various Levels (Spanish, French, Portuguese) for Business, Healthcare and Technical	Quality Advancement (Problem Solving)
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Software/Equipment

Operating Systems Used	Mac (OS/X)	PC (Windows XP, Vista)							
Desktop Publishing Software									
Adobe Creative Suite 2 & 3 (Mac and PC)	InDesign	Illustrator	Dreamweaver	Go live	Acrobat	Photoshop			
Microsoft Office	Word	Excel	PowerPoint	Access	Visio	Project	Publisher	FrontPage	OneNote
Quark Xpress (Mac and PC)									
Translation Software	SDL Trados	Alchemy Catalyst							
Technical Drawing	AutoCAD	Visio	SolidWorks	Pro/Engineer					
Communication	Skype	Webex	Windows Meeting Space						