



3255 NE 184<sup>th</sup> Street  
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USA

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## CORPORATE PROFILE

Prepared by:

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# CORPORATE PROFILE

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## INTRODUCTION

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Mincor has been successfully translating technical and cultural information into different languages for eighteen years, for both government and private-sector clients. Our mission of delivering quality and timely translations, and offering aftermarket support for our work demonstrates that we are a preferred choice for translation work delivered in different media (voice and text) and in different layout formats.

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## MINCOR'S PROFILE

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LEGAL NAME: MINCOR, INC

ADDRESS: 3255 NE 184<sup>TH</sup> ST.  
AVENTURA, FL 33160

TEL: 954-681-4081

MAIN PRODUCTION:

OFFICE ADDRESS: CALLE STIRLING DICKINSON #22  
SAN MIGUEL DE ALLENDE, GTO.  
MEXICO, 37050

TEL: 954-681-4081 / 011-52-415-152-0806

OWNERSHIP: S-CORPORATION FORMERLY OPERATING IN COLUMBUS, OHIO, NOW REGISTERED IN THE STATE OF FLORIDA (MINORITY BUSINESS – HISPANIC/FEMALE OWNED)

FIRM LEADERSHIP: ADRIANA MINIÑO – PRESIDENT  
JAIME MINIÑO – VICE-PRESIDENT

EMPLOYEES: 7 PLUS A NETWORK OF SEVERAL TRANSLATIONS PARTNERS

SUB-CONTRACTORS: 12 INDEPENDENT INDIVIDUALS FOR EXTENDED AND LARGER PROJECTS

**NOTE1:** Mincor specializes in technical, spiritual, and business translations. We can translate virtually into any language from any language. We specialize in **English to Spanish, and from Spanish, French, German, and Italian into US English.**

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## WORK PLAN

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We translate from the source language into the target language. We ensure the quality of the translation by having the translation edited and proofread by two separate target language native professionals. "Translation" means the delivery of an edited, proofread, publication-quality document in the appropriate language. Our methodology consists of the following steps:

1. Text is looked over and a glossary is created.
2. Glossary is sent to customer for approval.
3. Translation by a qualified technical translator using Trados
4. Editing by an in-house engineer or a subject matter expert.
5. Editing and proofreading by a language specialist for language flow.
6. Changes and edits are given back to original translator and implemented. TM is updated.
7. Files are cleaned and delivered.
8. Any comments from the customer are welcome and if necessary implemented into the bilingual files and the TM is updated

Our daily output rate is approximately 2000 to 10,000 words, although higher outputs are available and negotiated upon request.

Mincor is equipped with high-speed Internet communications, an FTP site for document uploading, Windows XP Professional. We use **TRADOS** software as a memory tool and translate on programs such as Microsoft Word, Microsoft Publisher, Microsoft FrontPage, Adobe Illustrator, Adobe PageMaker, Photoshop, QuarkXpress, and Adobe Acrobat.

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## PERSONNEL PROFILE SUMMARIES

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Mincor's personnel is individually capable of handling all the necessary processes to produce a clean, high accuracy, flowing, professional translation. Besides 12 years of experience in the translation of texts in several languages, this team offers **Advertising, Copywriting, Engineering, Environmental, Permaculture, and Business** experience for the produced texts in the target language.

- **Team Member Names** – Adriana Miniño and Jaime Miniño
- **Experience and Qualifications** –
  - Adriana Miniño: Adriana is in charge of general translation production in the company. Her deep knowledge in Spanish language communications gives her the responsibility of translating actual documents and overseeing the quality of translated documents from a linguistic point of view.

Adriana has extensive experience in translating Spiritual, Self-Help, and Motivational material after translating more than 30 books on this subject. Adriana is a Reiki Master.

- **Jaime Miniño:** Jaime is in charge of sales/marketing and the translation of technical documents. His engineering and business experience give him the responsibility for verifying technical accuracy and business protocol in translated texts.
- **Project Experience** – In the last five years, Adriana and Jaime Miniño have worked on projects of significant size and scope:

CLIENT	PROJECT
Omega Industries	Sales Brochures & Specifications
Liebert Corp.	Technical manuals
Attachmentparenting.com	Web site
ADS Pipe	Web site translation Presentations for ventures into Latin America
Cellercise	Video translation
Del Global Technologies	Business Ethics and Conflict of Interest policies & memos
Beeline Technologies (Australia)	Main product user's manual
BW Technologies'	Gas Monitors technical, safety and sales literature group
Office of the District Attorney (California)	Victim/Witness Program Brochures
Caoba S.A. (Mexico)	Owner's Policies and Contracts
Hay House	Book translation: Power vs. Force
Interamerican Technology Services, Inc	GE Manuals & Documents translated into several languages
Vehicle Tracking Module	Literature Group
VIVO Telecommunications Group (Brazil)	Specific Contracts
Moa Vision, Inc (New York)	Thermal Carb products Web site
Veris, Inc	Product Information
Command Alkon	Technical manuals
Voltech Tech	Marketing material
Samsung Corp. (Korea)	Technical documents for bidding
iGO	Software, GPS System (Through a translation partner in Spain)

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## REFERENCES

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Mincor, Inc is able to provide many references from satisfied customers upon request. As follows two business testimonials and references:

I – Human Services Research Institute

Jaime Johnston Daignault, M.S.  
Human Services Research Institute  
8100 SW Nyberg Rd #205, Tualatin, OR 97062  
503-885-1436 x 18 voice ~ 503-885-1536 fax

Jaime Johnston's comments :

“ Hi Adriana,

Thank you for the attached document – it looks beautiful! We have enjoyed working with you and will certainly keep you in mind for future projects. ... Thank you again for your wonderful work!

Sincerely,  
Jaime”

II – Hay House Publishing

Jill Kramer  
Editorial Director

Hay House, Inc.  
P.O. Box 5100  
Carlsbad, CA 92018-5100

760-431-7695 x112  
760-929-1448 (fax)  
[jkramer@hayhouse.com](mailto:jkramer@hayhouse.com)

Jill Kramer's comments:

“Hi again,  
I didn't have time this morning to tell you that you did a beautiful job and I can tell you put a lot of care into the translation.

Thanks again!”

*Mincor, Inc. has provided translation for one of the most significant books written within the last five years – Power Vs. Force, by David R. Hawkins Ph.D., talks about the hidden determinants of human behavior. Lee Iacocca calls it “...particularly timely...a significant contribution to understanding and dealing with the problems we face today.” Dr. Wayne Dyer from “Ten Secrets for Success and Inner Peace”, calls it “Perhaps the most important and significant book I’ve read in the past ten years.”*

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## HISTORY

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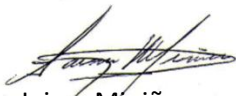
Mincor was founded in Columbus, Ohio, and born out of the need for Spanish translators with proper knowledge of the culture and language. In the beginning, translations were limited to technical manuals and business documents for companies seeking to optimize communication with their Latin American market.

In 1997, Mincor relocated its office to South Florida and expanded its services to include the translation of books, magazine articles, voice services and other type of communication media. In 2001, Jaime Miniño joined the company on a full time basis, propelling the company to an international level by offering its services around the world.

In our quest for further expansion and seeking a strategic location, we opened a second office in San Miguel de Allende, Mexico, in 2003. We were now able to offer truly competitive rates without compromising the quality of our work and still remain a global company.

To this day, we continue to deliver on our promise of excellence, while increasingly expanding our language sources and capabilities. We strive daily to provide our clients with responsive, consistent, and uncompromising quality service at fair prices.

We now enjoy a truly international clientele. Our clients are located in countries like India, Canada, Mexico, Korea and all across the United States and Australia.



Jaime Miniño  
Mincor, Inc.