



E-Spectrums News Source

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In This Issue

Business Spotlight: Spanish Voice Group, LLC

Community Organization Spotlight: YouthFriends

Basic Rules of Thumb: Email Etiquette



JWW & Associates, LLC welcomes you to another issue of its electronic newsletter.

In this month's issue, we bring to you a business spotlight featuring Spanish Voice Group.

With a growing Spanish population, the Kansas City community is privileged to have access to the translation services offered by the award-winning business.

Making a difference in the lives of Missouri and Kansas youths, JWW & Associates, LLC is also pleased to recognize YouthFriends as this edition's featured community organization.

Read on for an in-depth look into these two valuable locals serving the Kansas City area.

Enjoy!

Business Spotlight: Spanish Voice Group, LLC



Spanish Voice Group, LLC, a pioneer language service company operating in Kansas City, Missouri since 2001, is located in the historic Brown and Loe building in the City Market area at 104 East 5th. St., Suite 206.

Over the past eight years, the company has evolved from a

translation/interpretation company to a full blown language consulting business that evaluates its client's language needs, and then designs and implements all the necessary services so they can communicate with those employees, patients and clients that don't speak English.

The company works with certified professionals of various backgrounds to match each job, and uses state-of-the-art technology to provide the best possible quality on all its projects. It also partners with different other organizations to diversify its services.

The company was founded by Maria Antonia Andujar, who was born and raised in Madrid, Spain. In addition to bringing in her native cultural background from the country that originated the Spanish language, Ms. Andujar is certified by California State University in Localization and a certified Spanish language interpreter. She has business administration experience and a professional theater/video production background. Spanish Voice Group services include:

- English to Spanish Audiovisual Dubbing
- Transcreation (translating ideas, not just words)
- Customized Spanish classes for corporations (through its Spanish in a Snap™ program)
- Document translation, certified and notarized
- Onsite interpretation
- Telephonic interpretation (in Spanish and 150 other languages)
- Cultural awareness
- DTP & graphic design
- Web site translation

A customized implementation of these and similar services provides a one-stop-shop system that covers all the possible language needs of an organization looking to communicate with non-English speakers, and then monitors the results. Spanish Voice Group's clients include medical facilities, banking institutions, restaurants and law firms, manufacturing and marketing firms, data management, training companies and more.

What sets the difference for this small firm is its creative, resourceful team and the flexibility that only a small and cleverly managed enterprise can provide. The company offers full guarantee on all its work, company studies and estimates at no cost.

Spanish Voice Group received the 2006 Minority Week Service Business Award and has been nominated in the past three consecutive years for the Chamber of Commerce Small Business of the Year Award.

Contact Spanish Voice Group for additional information about its services at 816.921.2484 or visit spanishvoicegroup.com.

Community Organization Spotlight: YouthFriends



YouthFriends, a nationally recognized and rapidly growing school-based mentoring network involving nearly 100 school districts across the states of Missouri and Kansas, has been connecting caring adult volunteers with students in schools since 1995.

Typically, YouthFriends mentors and students meet for an hour a week at school to have lunch, share books, read together, play games, work on schoolwork or special projects, discuss careers or simply spend time talking and doing things they enjoy.

In 2007, the Ewing Marion Kauffman Foundation funded YouthFriends to create Greater Kansas City's first-ever community hub connecting the workplace to the classroom. UpLink was formed in order to further students' academic skills and interests in the areas of math, engineering, technology, science and business.

The future of Greater Kansas City's economic development begins in local schools - in second grade science programs, in middle school biology labs and senior high calculus classes. UpLink inspires students to seek careers in these fields by connecting them with dynamic mentors, progressive teachers and real-world learning experiences.

The value of partnership

By providing mentoring, teacher externship, student internship and workplace exploration experiences, as well as classroom career speakers, UpLink partners expose students to career opportunities during their K-12 years - critical, formative years when interests and basic science and math skills are developed.

By providing teacher externships, UpLink partners help develop well-rounded teachers who can inspire students through real-world application of science, technology, engineering, math and business in the classroom.

In exchange, businesses receive highly-qualified temporary employees who bring diversity and new energy to the workplace and help cultivate the future workforce. Partnering with UpLink - and encouraging employee involvement and volunteerism - also can help bolster employee pride and morale.

UpLink partners play a critical role in driving this endeavor and making the Kansas City area a model for outstanding workforce development.

To learn more, call 816.842.7082 or visit uplinkthefuture.org or youthfriends.org.

Basic Rules of Thumb: Email Etiquette

The use of email has become a major source of communication in the everyday lives of most people. But, most importantly, email etiquette should be practiced to effectively communicate outside or inside the workplace.

Below are a few tips to consider for appropriately sending emails:

- Before sending the email message, be sure that the recipient(s) is interested in receiving content that some might consider annoying or offensive
- Use sound judgment when sending or forwarding chain letters, prayer messages, jokes, etc. in the workplace
- Also, keep ALL general email communication professional; you are representing your company

Thanks for your readership and stay tuned for the next release of the *E-Spectrums News Source*.

Sincerely,

A handwritten signature in black ink, appearing to be 'JW', with a long horizontal flourish extending to the right.

Janet W. Watson, M.A.
CEO and President, JWW & Associates, LLC