
INTERPRETER RESUME

Summary:

A highly talented Interpreter with huge experience in language interpretation, providing an essential service, giving assistance to non-English speaking parties; deep background in performing a wide variety of language interpretation activities for the parties; Sound knowledge of the general subject of the speeches that are to be interpreted; General erudition and intimate familiarity with both cultures; Extensive vocabulary in both languages; Profound ability to express thoughts clearly and concisely on both languages; Excellent note-taking technique for consecutive interpreting.

Professional Experience:

Interpreter January 2007 – Present
Conduit Language Specialists, Colorado Springs, CO

Responsibilities:

- Checked original texts or conferred with authors to ensure that translations retain the content meaning, and feeling of the original material.
- Discussed translation requirements with clients, and determined any fees to be charged for services provided.

French Translation Intern May 2004 – December 2006
United Nations, New York, NY

Responsibilities:

- Traveled with and guided tourists who speak another language.
 - Educated students, parents, staff and teachers about the roles and functions of educational interpreters.
 - Adapted software and accompanied technical documents to another language and culture.
 - Followed ethical codes that protect the confidentiality of information.
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Education:

Masters Degree in Language and Literature
Stanford University, CA, 1999
Bachelor of Arts in Language and Literature
Stanford University, CA, 1997

Skills:

- Good communication skills, both written and verbal
 - Good negotiation and interpersonal skills
 - Strong organizational and analytical skills
 - Good numeracy skills and a knowledge of statistics
 - A high standard of computer literacy
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Awards and Honors:

American Literary Translators Association, Member
American Translators Association, Member

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