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## Bilingual Interpreter Resume

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### Job Objective

Looking for an opportunity to secure a Bilingual Interpreter position with reputable firm in which to enhance my career and help company meet goals.

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### Highlights of Qualifications:

- Relevant experience of delivering bilingual interpretation, translation and communication services
  - Sound knowledge of customer relationship building and retention practices
  - Commendable knowledge of using computers, Microsoft Office software and internet
  - Familiarity with speaking and writing in more than one language
  - Ability to interact with clients from diverse economic background in a multicultural environment
  - Ability to interpret and translate oral information to written form and vice versa
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### Professional Experience:

Bilingual Interpreter  
CyraCom International Inc., Stlouis, MO  
August 2012 – Present

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### Responsibilities:

- Provided language services and performed language-specific translations
  - Handled and responded to phone calls from clients in client-specific languages.
  - Developed and maintained customer portfolio and customer relationships.
  - Conducted community outreach activities and performed qualitative and detailed interviews.
  - Interpreted and translated technical terminology and colloquial language, efficiently.
  - Interpreted and translated all information in target language in an accurate manner.
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Bilingual Interpreter  
Telanguage Inc., Stlouis, MO  
May 2009 – July 2012

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### Responsibilities:

- Interpreted and translated conversations and oral instructions from one known language to another known language.
  - Reviewed and translated documents, forms and technical materials in both languages.
  - Managed and provided consecutive and first-person interpretation over the phone.
  - Provided bilingual interpretation services for court and worked as per court protocols.
  - Complied with established interpreter ethics and followed data confidentiality policy, as applicable.
  - Interacted with and interpreted for clients from different socio-cultural and economical backgrounds.
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### Education:

Bachelor's Degree in English  
North Carolina A&T State University, Greensboro, NC

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