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# FOREIGN LANGUAGE INTERPRETER RESUME

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## Summary:

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An exceptional individual with proficiency in language combination, a good interpreter ought to have high degree of concentration and observation; possesses the ability to restructure syntax, sharp thought process and immaculate memory; mastery of techniques required to cope with difficult situations and can be acquired with exposure to different assignments; has the skills to take notes or do shorthand system which comes in handy while doing consecutive interpretations; proficiency in foreign languages coupled with other additional qualifications in related areas like management, tourism, hospitality industry, and airlines paves way for better employment opportunities and exposures

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## Professional Experience:

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Language Translator January 2007 – Present  
Metropolitan Interpreters & Translators Dallas, TX

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## Responsibilities:

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Worked with classified materials translated to the English language.  
Translated and transcribed foreign-language communications data to facilitate understanding to the target audience.  
Analyzed and reported highly confidential information of strategic and tactical importance to fleet commanders and national intelligence officers.  
Assisted in translating messages coming from state-of-the-art electronic radio receivers, magnetic recording devices, computers, and communications signals equipment which was relayed to the commander of the fleet.  
Acted as a temporary officer on duty aboard a variety of naval surface and subsurface vessels.

Foreign Language Teacher May 2004 – December 2006  
Chickasaw Nation Industries, Dallas, TX

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## Responsibilities:

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- Collated research in particular fields of language or knowledge and published the findings in books and electronic media.
- Consulted with colleagues to address teaching and research issues specific language translations.
- Served as a representative to be updated on academic or administrative committees that deal with institutional policies and departmental matters.
- Consolidated bibliographies of specialized materials for translation for outside reading assignments.
- Planned, evaluated and modified course content and materials as methods of instruction.

Translator February 1999 – May 2004  
Mission Essential Personnel Dallas, TX

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## Education:

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Masters Degree in Foreign Languages, University of Iowa, 1999  
Bachelor of Science in Education, Rockefeller University, 1994

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## Skills:

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- Excellent organizational skills
- High skills level of creativity and resourcefulness
- A genuine interest in children
- Excellent ability in establish positive relationship with parents

- Excellent time management skills
- Proficient in computer skills

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## Awards and Affiliations:

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American Foreign Language Interpreters, Member

National Academy of Education's Committee on Teacher Education, Member

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