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# FOREIGN LANGUAGE TRANSLATOR RESUME

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## Summary:

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A person with vast experience in teaching elementary level students; has an exceptional passion for kids; willing to adjust teaching methods to adapt and meet students' varying needs and interests; develops and implements programs for a balanced form of instruction and demonstration; instructs students individually and in groups, using various teaching methods such as lectures, discussions, and demonstrations; systematic skills in establishing clear objectives for all lessons, units, and projects, and communicate those objectives to students

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## Professional Experience:

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Foreign Language Compliance Advisor January 2007 – Present  
Duplin County School, Dallas, TX

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### Responsibilities:

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- Reviewed English and foreign language communications of all participants and marketing materials for the program.
- Identified probable issues and concerns with the materials and performed risk assessments.
- Completed the review of high risk or complex documents by validating with other university review groups.
- Collaborated closely with third party suppliers in support of foreign language translation services as required.
- Presented consultative services to business partners through meetings to understand the scope of the project.
- Conducted regular audits on school policies to ensure department units follow the established processes.

French Translator – Translation Coordinator May 2004 – December 2006  
Chilton High School, Dallas, TX

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### Responsibilities:

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- Acted as key personnel to be the communications gatekeeper for all contacts between the company and the clients.
- Kept the clients informed and updated on the status of the project at all times and set up a clear communication protocol.
- Monitored and managed the daily task of all work performed under the assigned order for the day.
- Coordinated and scheduled project resources, monitoring progress, as well as troubleshoot issues to enhance student's learning experience.
- Collated and updated necessary information for all personnel to complete the project.

High School Teacher February 1999 – May 2004  
Southeast Polk Schools, Dallas, TX

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### Responsibilities:

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French Translator – Translation Coordinator May 2004 – December 2006  
Chilton High School, 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 level of creativity and resourcefulness
  - A genuine interest in children
  - Ability to establish positive relationship with parents
  - Proficient in computer skills
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## Awards and Affiliations:

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National Association of Independent Schools, Member  
National Academy of Education's Committee on Teacher Education, Member

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