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## Language Interpreter Resume

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### Job Objective

To obtain a job as Language Interpreter and perform my duties with full dedication.

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### Highlights of Qualifications:

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- Relevant experience of providing language-specific interpretations and translations
  - Sound knowledge of grammar, syntax and history of native and specific foreign languages
  - Commendable knowledge of interpretation and translation of verbal and written information
  - Familiarity with linguistic and cultural differences and caseload management
  - Ability to speak, understand and write in languages known, fluently
  - Ability to interact with individuals of all ages and from diverse cultural backgrounds
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### Professional Experience:

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Language Interpreter  
Lee College, Baytown, TX  
August 2012 – Present

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### Responsibilities:

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- Received and responded to phone calls and messages from clients.
  - Attended and interpreted for client meetings and conferences, as assigned.
  - Interpreted and translated a variety of documents, correspondence and written procedures.
  - Performed and rendered translations from one known language to another known language and vice versa.
  - Checked translated information and protected its confidentiality, effectively.
  - Interpreted and followed all applicable Interpreters' Code of Conduct and Practices.
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Language Interpreter  
Glendale Community College, Glendale, CA  
May 2009 – July 2012

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### Responsibilities:

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- Met with clients and evaluated their language needs, accurately and efficiently.
  - Provided language-specific services and performed language interpretation of oral information for clients.
  - Interpreted and translated various documents and written materials into target language.
  - Reviewed, proofread and revised translated documents to ensure their accuracy.
  - Selected and used appropriate amount of articulation, paraphrasing and nonverbal expressions.
  - Followed interpretation related established norms and practices and maintained applicable quality standards.
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### Education:

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Bachelor's Degree in Sign Language Interpretation  
Northern State University, Aberdeen, SD

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