
Language Interpreter Resume

Job Objective

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

Highlights of Qualifications:

- 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:

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

Responsibilities:

- 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.

Language Interpreter
Glendale Community College, Glendale, CA
May 2009 – July 2012

Responsibilities:

- 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:

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

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