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## Medical Interpreter Resume

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### Job Objective

Medical Interpreter with exceptional knowledge looking for a job in your company.

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### Highlights of Qualifications:

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- Hands-on experience in interpretation, translation and communication of medical information in a clinical setting
  - Immense knowledge of medical terminology, clinical practices and healthcare system
  - Extensive knowledge of various community resources and service providers
  - Familiarity with using MS Office Suite, email programs and internet service
  - Ability to adhere to interpreter ethical standards and maintain data confidentiality
  - Ability to deal with clinical staff, patients and workplace conflicts, efficiently
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### Professional Experience:

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Medical Interpreter  
Quincy Medical Center, Toledo, OH  
August 2012 – Present

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### Responsibilities:

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- Answered phone calls and interacted with patients and staff upon arrival, politely.
  - Received, documented and responded to patient's requests for medical interpretation.
  - Provided accurate and timely interpretation and rendition of medical Information to patients.
  - Reviewed and translated written information for patients and their families.
  - Accompanied patients to appointments and assisted them in completing required forms.
  - Maintained confidentiality of patient related information and adhered to interpreter work ethics.
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Medical Interpreter  
AltaMed Health Services Corporation, Toledo, OH  
May 2009 – July 2012

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### Responsibilities:

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- Provided verbal interpretation services and coordinated communications between medical staff and patients.
  - Received and responded to patient's requests for interpretive services and care needs.
  - Interpreted and explained hospital and medical care policies and procedures to patients.
  - Reviewed and translated written medical information, consent forms and correspondence, for patients.
  - Prepared and maintained accurate work records and documents, on time.
  - Followed established departmental guidelines and protected confidentiality of patient information.
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### Education:

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Bachelor's Degree in Translation and Interpretation  
Stony Brook University, Stony Brook, NY

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