
Spanish Interpreter Resume

Job Objective

Spanish Interpreter with exceptional skills looking for a job in your company.

Highlights of Qualifications:

- Hands-on experience in interpretation and translation of information in Spanish language
 - Immense knowledge of Spanish language, grammar and its dialects
 - Extensive knowledge of consecutive Interpretation, interpreter ethics and reference materials access
 - Familiarity with computer operations, office practices and MS Office software
 - Ability to write and converse in Spanish language in a fluent manner
 - Ability to preserve confidentiality of sensitive information and records
-

Professional Experience:

Spanish Interpreter
Olathe Health System, Olathe, KS
August 2012 – Present

Responsibilities:

- Handled and performed in-person, telephonic, and electronic language interpretation, as needed.
- Translated documents written in Spanish to other language and performed reverse translations.
- Used word processing software and prepared translations in correct format.
- Prepared and maintained interpretation & translation records and logs.
- Provided accurate oral and written translations and maintained confidentiality of sensitive data.
- Followed interpreter Code of Ethics and complied with all applicable work-related laws.

Spanish Interpreter
ARCH Language Network, Knoxville, TN
May 2009 – July 2012

Responsibilities:

- Performed consecutive oral interpretation and maintained conversational flow between Spanish and non-Spanish speaking individuals.
 - Prepared and provided accurate language-specific notes and written translations for people, as assigned.
 - Interpreted and typed all written information in correct format and on time.
 - Prepared timely interpretation logs and completed required forms without any errors.
 - Developed and maintained positive relationships with coworkers and clients.
 - Oversaw and assisted with electronic file maintenance and retrieval activities.
-

Education:

Master's Degree in Spanish
Tennessee State University, Nashville, TN

[Build your Resume Now](#)