

ROBERT SMITH

Spanish Translator

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Spanish Translator is Speaking clearly in both languages using proper pronunciation, enunciation and polite expressions. Maintaining a professional demeanor throughout the interpreting sessions at all times. Remaining calm during the interpreting sessions in the event that one of the primary speakers is incoherent or upset, especially in emergency situations such as 911 calls.

SEPTEMBER 2007 - APRIL 2007

SPANISH TRANSLATOR - ABC CORPORATION

- Translated & interpreted services for clients in Spanish/English Services.
- Followed ethical codes that protect the confidentiality of information.
- Translated messages simultaneously or consecutively into specified languages, orally or by using hand signs, maintaining message content, context, and style as much as possible.
- Listened to speakers statements to determine meanings and to prepare translations, using electronic listening systems as necessary.
- Compiled terminology and information to be used in translations, including technical terms such as those for legal or medical material.
- Read written materials, such as legal documents, scientific works, or news reports, and rewrite material into specified languages.
- Gave the patient the ability to communicate.

2003 - 2007

SPANISH TRANSLATOR - DELTA CORPORATION

- Translating classroom material to non-English proficient students Immediate supervisor Babette Duty Ph [].
- Emergency room, Drs office, clinic, pre-op/surgery/post-op/follow-up care Legal local court hearings & USCIS in KC, Mo 1995-Present.
- Volunteer - Head Starts, Give Kids a Smile - Spanish translator Vietnamese Eucharistic Youth - taught Vietnamese and Catechism.
- Freelance Contractor/ Consultant (Contract) Break barriers for the Latin Community, Interpret, Translate assignments, short term/ long term, ongoing, .
- Provide Interpreting for clients with businesses on site or via conference calls, translate reports, documents, forms contract with either nonprofit .
- Has imposed on communities, create and implement H.I.P.P.A.
- Forms for both the English and Spanish community agencies, self employed freelance tax consultant for individuals who need direction for completion .

EDUCATION

Business Management

SKILLS

QuickBooks, Excel, Word, Powerpoint, Inventory Management, Administration, Bilingual.