

A. B. Fulano de Tal

1234 Main Street
Renton, WA 98123
(360) 555-1218
abfdt@isp.net

SKILLS

- English and Spanish translation and interpretation
- Proficient with MS Word, Excel, PowerPoint, CAT tools, and Internet tools

EDUCATION

- Certificate**, BCC Translation and Interpretation Institute, Bellevue, WA Expected Fall, 2005
Translation and interpretation training in an ATA-certified program. Coursework included Introduction to Translation and Interpretation, Fundamentals of Translation, Technology and for Translators & Interpreters. Workshops included CAT Tools for Translators and Business Skills for Translators.
- Bachelors of Arts**, Washington State University, Pullman, WA Sep. 2000-May 2004
Major: Spanish Literature. Minor: Business. Coursework included modern and classical literature in Spanish, literary theory, and introductory linguistics work, as well as classes in accounting, finance, marketing, and international business relations.

EXPERIENCE

- Medical Interpreter**, Bellevue Community Hospital, Bellevue, WA Apr. 2005-Present
Provided Spanish/English language interpretation for patients and families in the ER, out-patient services and in-patient wards. Subjects included medical procedures, health history and prognosis, follow-up care and therapy, as well as payment arrangements and community services for the ill.
- Spanish Tutor**, Washington State University, Pullman, WA Nov. 2002-May 2004
Conducted practice sessions, exam review exercises, and conversation club meetings for Spanish language students at all levels. Created and evaluated practice material to help students improve grammar, build vocabulary, and master conversational situations.
- Volunteer Intern**, State Senator's Office, Olympia, WA Jun. 2002-Aug. 2002
Worked in the Office of State Senator Humpelmeyerstein, handling correspondence from constituents, distribution of office materials, and organization of press releases and content from clippings service.