

Overview

Customizing your résumé for language services companies and agencies can be challenging. How much information is too much and how much is not enough? This hands-on presentation will walk interpreters through all levels of the process to create a résumé targeted to language services companies. Tips for contacting and following up with recruiters, as well as additional ideas for using business cards, the Internet, and other tools to boost exposure and marketability will be included.

Resume Styles

(Reverse) Chronological

Functional

Sort into Categories

Interpreters	Translators

Picking out the Pieces

Name

Address

E-mail Address

Website

Objective

Summary

Experience

Qualifications

Education

Activities

Interests

Computer Skills

Language Skills

References

Dos

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

Don'ts

- 1.
- 2.
- 3.
- 4.
- 5.

Marketing Tips

Get on the Web:

<http://www.linkedin.com>

<http://www.myspace.com> or <http://www.facebook.com>

<http://www.blogspot.com>

<http://www.synthasite.com>

E-mail Tips

Business Cards

Diego Colón

Spanish/English Interpreter

19752 Misty Meadow Court
Houston, TX 77099
(713) 555-6621

spanterp@gmail.com
<http://www.spanterp.blogspot.com>

PROFESSIONAL SUMMARY

Trained and qualified interpreter with experience working in both judicial and medical settings

QUALIFICATIONS

- Excellent communication skills in English and Spanish
- Trained and well-versed in interpreting industry standards and ethical responsibilities
- Practical experience working in both judicial and medical settings
- Driven to thrive in both independent and collaborative work environments

PROFESSIONAL SKILLS

INTERPERSONAL AND TEAMWORK SKILLS

- Interacted with a wide range of individuals from across different cultures
- Reputation for being a natural team leader

CUSTOMER SERVICE SKILLS

- Interacted with clients and utilized excellent organizational skills to arrange and coordinate meetings and special events, including training seminars
- Track record in providing excellent customer service

LINGUISTIC SKILLS

- Ability to communicate with English and Spanish speaking individuals
- Knowledge of regional variations of English and Spanish

INTERPRETING SKILLS

- Ability to provide both simultaneous and consecutive interpreting services
- Knowledge of standards of practice and codes of ethics for judicial and health care interpreting

EMPLOYMENT HISTORY

- Independent Contractor, 4/04 to Present
- Office Manager, Surgical Clinic of Barker Cypress, Houston, TX, 06/01 – 4/04
- Court Clerk, City of Pasadena Courts, Pasadena, TX 1/99 – 05/01

TRAINING & EDUCATION

Bridging the Gap Medical Interpreter Training, Seattle, WA -- 2007

Cross Cultural Communications' Community Interpreter Training, Boston, MA -- 2006

Chang-Castillo Seminars Court Interpreter Training, San Francisco, CA -- 2004

University of Houston, Houston, TX-- 2001

Bachelors in Business Administration

PROFESSIONAL AFFILIATIONS

American Translators Association

National Council on Interpreting in Health Care

Texas Association of Healthcare Interpreters and Translators

Greater Houston Partnership

Houston Hispanic Chamber of Commerce