**Lorena Vallejo**

Bellflower, California 90706 • (562) 677-5160 • Vallejolllx@gmail.com

**Interpreter and Translator**

Professional, patient, and detail-oriented professional with comprehensive experience in remote, virtual, and in-person translation and interpretation using consecutive, simultaneous, and sight methods in diverse settings. Ability to communicate effectively and objectively with clients from diverse cultural ethnicities with keen understanding of cultural references and concepts. Empathetic and committed to helping and solving clients’ problems. Passionate about learning new terminology, nuances, and connotations in source and target language. Dependable and personable, will learn and adapt quickly, follow direction, and serve internal and external customers with poise and professionalism.

**Areas of Expertise**

|  |  |  |
| --- | --- | --- |
| * Interpretation & Translation
 | * Legal & Medical Terminology
 | * Customer Service
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| * Clear Enunciation & Pronunciation
 | * Notes Taking
 | * Microsoft Office
 |
| * Transcription
 | * Data Entry
 | * Typing: 45 wpm
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**Education**

**Associate of Arts in Linguistics (Minor: Spanish) |** Cerritos College, 2016

*Coursework: Spanish 101, Introduction to Linguistics, Psychology 101, and Literacy 201*

**Bachelor in Arts |** **California State University**, Long Beach, Ongoing

*Certifications*

**Court Interpretation in Criminal Matters |** Southern California School of Interpretation, 2015

*Coursework: Introduction to Interpretation, Fundamentals of Translation, Sight, Consecutive, and Simultaneous methods of Interpretation*

**Experience Highlights**

**APPEN**, 2015-Present

**Speech Collection & Transcriber**

Acquire and apply knowledge and expertise to interpret concisely, accurately and with transparency. Check phonemic transcriptions and translate documents from Spanish to English through Voice Data Collection.

***Key Accomplishments:***

* Saved over 20% revenue by completing assignment before due dates and reducing turnaround time.
* Acknowledged for empathy and consideration shown to clients during challenging situations.

**Hanna interpreting Inc.,** 2014 - Present

**Interpreter & Translator**

Deliver on-site Interpretation services in diverse settings including school conferences, medical situations, and court cases. Leverage consecutive, simultaneous and sight methods for over-the-phone interpretation. Translate documents into Spanish.

***Key Accomplishments:***

* Enabled LEP clients to overcome language gap.
* Interpreted for diverse ethnic and cultural populations with accuracy and efficiency by changing language register.

**Su Casa Shelter,** 2012 - 2015

**Customer Service Crisis Hot Line-Spanish**

Answered Crisis calls, assessed situation, and provided instructions for admittance to emergency shelter if required. Collected client personal data and performed data entry. Interpreted over-the-phone for shelter clients.

***Key Accomplishments:***

* Positively affected client situation and life by proving service with professionalism and poise.
* Effectively translated legal and personal documents from English to Spanish.