

Geldelize G. Mullen
15 Gatededge Trail, Travelers Rest, SC, 29690
Cell Phone: (484) 832-4408, geldesigns@gmail.com

Objective

I have finally decided to re-enter the workforce. I have 16 years in the translation industry as an interpreter and translator.

Skills

Handling objections
Bilingual expert (English/Portuguese/Spanish)
Community Relations
Computer Literacy
Customer Development
Multicultural Understanding
Teamwork
Well-Developed Listening Skills

Education

B.A., Graphic Design - Faculdade da Cidade - Rio de Janeiro, Brazil, 1995
Specialty: Visual Identity, Branding
Software: Adobe Creative Suite

Continued Education:

Certifications:

Certified Court Interpreter in the New York State Unified Court System Administrative

Professional Medical Interpreter Training (BTG) Building The Gap - 40hrs Certification

2010 English Teacher Certification (TESOL) ESL

Experience

As an English as a Second Language (ESL) teacher

- Planned, prepared, and delivered lessons
- Helped pupils improve their listening, speaking, reading, and writing skills via individual and group sessions

As a translator

- Consulted with experts and liaised with clients to discuss any unclear points
- Networked and made contacts.
- Used appropriate software for presentation and delivery

As an Interpreter

- Built-up specialist vocabulary banks
- Used the internet to conduct research
- Worked to a professional code of ethics covering confidentiality and impartiality

As a Family Service Counselor/PPA

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- Awarded top producer - Elite club in 2018
- Nationally and regionally ranked top 5 for volume throughout the year
- Consistently meeting sales and activity demands put forth by leadership

Graphic Designer

- Developed design briefs that suit the client's purpose
 - Estimated the time required to complete the work and providing quotes for clients
 - Worked with a range of media, including computer-aided design (Adobe Creative Suite) and keeping up to date with emerging technologies

As an Administrative Assistant

- Accepted increasing responsibility demonstrating flexibility and ability to learn quickly
- Answered inbound calls, assisted customers with account information
- Compiled large amounts of data and created readable documents

As a VIP Floor Concierge

- Researched and arranged a wide variety of guest's requests
- Managed housekeeping, maintenance, and security staff
- Effective communication and interaction with individuals of all levels, nationalities, and cultures

As a Marketing Manager - Rio de Janeiro, Brazil

- Created and coordinated marketing programs
- Created and refined sales and telemarketing scripts
- Designed marketing campaigns
- Developed unique solutions to merchandising problems
- Effectively developed customer base through prospecting and networking
- Generated new accounts and built annual revenues
- Resolved customer problems and ensure satisfaction