

Olivia Abreu

Translator/Interpreter English<>Spanish

3015 nw 4str ● Miami, FL 33125 ● Cel.: 786 300 8112 ● oar.enya@gmail.com

Objective	To obtain a position in a supportive environment where I can help the organization grow in value utilizing my experience, capabilities and abilities, which provided me the tools to improve my skills, and upgrade my status as a professional woman.
Skills and Achievements	<p>Consecutive Interpreting Sight Translation Simultaneous Interpreting Transcripts, books translations Professional Translation of legal and technical documents. Expert written and verbal fluency of English and Spanish Communication level of German and French MS Office (Word/Excel), Windows (all) and MAC(all) Developed reputation for prompt, efficient service with high level of accuracy</p>
Education	<p><u>Miami Dade College 2011-2013</u> ✓ AS Translation/Interpretation English to Spanish (Business & Financial; Legal; Medical; Contrastive Analysis; Court Interpreting Skills, among others).</p> <p><u>Universidad de La Habana 2004-2008</u> ✓ Bachelors Degree in Translation and Interpretation of German and French Languages (degree incomplete)</p> <p><i>**Other degrees obtained during this period of time (compared to an A.A)</i> ✓ Public Relations (with a focus on Business and Corporations) ✓ Sales and Marketing ✓ Strategic Marketing and Business Planning.</p>
Work Experience	<p>Translator Assistant at University of Havana Foreign Language Department (2008-2010)</p> <ul style="list-style-type: none">• Short-stories• Proofreading essays, students' examinations <p>Internship at ESTI, Cuba (School of International Translators and Interpreters (2009)</p> <ul style="list-style-type: none">• Agreement statements• Insurance Declaration pages (health, auto, life) for foreigner costumers <p>Volunteer Freelance Translator for ONU(2011-current)</p> <ul style="list-style-type: none">• Food labels• Newspaper articles (nutrition; current situation in Africa) <p>Work Compensation Cases as Interpreter(2010-current) Active Member of Proz.com(2011-current) Choice Translating(current)</p> <ul style="list-style-type: none">• Marriage License• Baptism Certificates

Freelance Interpreter for Asylum cases
 Freelance Interpreter for Immigration Adjustment of Status Interviews
 Office of Academic Records of MDC. Volunteering Program

- Academic Transcripts of Hispanic Students (for internal use only)

 Chill Factor. Gladys Montoya

- Legal Documents
- Commercial documents (product descriptions; pricing lists; invoices)
- Hiring documents

 Alfredo Menocal Law Offices

- Mortgage documents
- Lease agreements (housing units)
- Real property purchase agreements

 Christine Guzman Attorneys at Law.

- Birth Certificates
- Trust and Last Will

 Active member of the Association of Translators and Interpreters of Florida (ATIF)

King& Groove The Tides Hotel

March 2012-current

Pool Attendant/Server
 Food and Beverage service
 Costumer Service
 Sales improving
 Opening/Closing shifts

Hotel Victor

December 2011-February 2012

Pool Attendant
 Server
 Costumer Service
 Greeting costumers and make them feel good
 Guarantee a relaxing environment
 Food and beverage service
 Sales improving

Icebox Café at MIA

October 2010-November 2011

Cashier/Supervisor
 Operate Aloha cash register
 Process payments by vouchers, credit-debit cards, cash
 Process refunds or product change
 Open-Close shifts
 Bank deposits
 Placing of product orders
 Training new staff
 Costumer service responsible
 Answer customers' questions, and provide information on procedures or policies.
 Cash checks for customers.
 Calculate total payments received during a time period, and reconcile this with total sales.
 Provided training to new employees on all facets of job operations.
 Demonstrated skills as a people-person and communicator

