
ERICA STURGEON

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Objective: Highly skilled Consecutive Interpreter seeking new opportunities in order to provide effective assistance to medical providers, government officials, attorneys, CEOs and non profit organization employees.

SUMMARY: A self-motivated, native Spanish speaker. Experienced interpreting and translating in different settings, project manager and administrator. Proven ability to build programs from start to finish. Able to work under pressure. Possesses analytical skills and attention to detail. Adapts well to change and learns quickly in a new environment. Excellent computer skills (Word, Excel, PowerPoint, Outlook, and OnTime). Completed certification course for Medical Interpreting.

Professional Experience

Project Manager and Interpreter, City Gate Language Services LLC

2010-Present

- Direct and manage interpreting and translation projects from beginning to end.
- Build, develop and grow business relationships.
- Face to face Spanish/English interpretation in both simultaneous and consecutive modes.
- Translation of private, legal and corporate documents English <=> Spanish.
- Translation of website content into English <=> Spanish.

North Shore Medical Center

February 2011-Present

- Spanish Medical Interpreter.
- Provide accurate interpreting and translations to all departments of the hospital.
- Helps bridge cultural gap between medical providers and patients.

Operations, Outreach and Marketing Consultant, Partners Healthcare Center for Connected Health, Boston, MA

2010

- Customer support via email and telephone. Includes enrolling new patients into their respective programs, responding to inbound queries and providing outbound support.
- Program management and evaluation, including data lookup, managing spreadsheets and reporting findings.
- Marketing communications support, involving the translation of brochure and program information into Spanish.

Spanish Teacher, Harborlight Montessori School, Beverly, MA

2008 - 2009

- Developed an Early Spanish Education curriculum.
- Prepared quarterly reports and other project reports, and demonstrated success at setting goals and achieving them on time in a member focus environment.

Internship, Foreign Relations Ministry of Guatemala Guatemala City, GT

Summer 2006

- Fulfilled duties as an administrative assistant for the Subdivision of External Politics for Europe, the Subdivision of External Politics for Asia, Africa, and Oceania, and the General Office of Diplomatic Protocol and Ceremonial.
- Answered telephone calls, wrote executive summaries on daily international news, assisted in event planning, wrote and distributed meeting minutes.

Education

Medical Interpreting 45 hr training

Culture Smart Newton-Wellesley Hospital, MA.

Bachelor's Degree in Government with a concentration in International Relations

Oral Roberts University Tulsa, OK (2008). Magna Cum Laude.