**HUGUETTE FRISBY**

311 Corbitt Circle hmfrisby2@yahoo.com

Bear, Delaware 19701 302-753-6063

**French< English**

**Lingala< English**

**INTERPRETER/TRANSLATOR/TRANSCRIPTIONIST**

**with 13 years of combined experience in**

* **Interpretation: On-site/OPI**

Experience in providing culturally competent interpretation in health care, legal, financial, insurance, education and social settings to persons with Limited English Proficiency (LEP).

* **Translation: Legal/Medical/Technical**
  + Excellent verbal, written and interpersonal communication skills in English, French and Lingala.
  + Flexible to meet scheduling needs and respond to unpredictable changes. Able to manage multiple tasks and utilize CAT Tools.
* **Transcription: Medical/General**
  + Extensive knowledge of medical terminology.
  + Experienced in transcribing multiple specialties, including discharge summaries, history and physical, office notes, operative notes.
  + Editing/proofreading medical reports done through VR (voice recognition) software program.

**PROFESSIONAL EXPERIENCE:**

**Contract Interpreter/Translator**  2011 - present

* For ***TransPerfect:*** 
  + Provide remote and over-the-phone interpretation. Facilitated conversations in health care, financial, insurance, legal, educational and social settings.
* For ***Certified Languages International:*** 
  + Provide accurate and effective interpretation services to government agencies, medical and healthcare, insurance companies, court and legal offices.
* For ***Back to Basics*** and ***Language Liaisons:***
* Provide on-site interpretation in English, French and Lingala.
* Strive to render message accurately, conveying content and spirit of original message and considering cultural context.
* For ***CyraCom International Inc./Language Solutions:*** 
  + Provide over the phone interpretation services to clients in healthcare, business and government.
  + Receive positive feedback from management for displaying fluidity when switching languages.
  + Ensure that interpretation is delivered clearly and closely matches tone of LEP.
* For ***TranslatorPub:***
  + Just completed a 4000 plus word thesis (French>English)

**Contract Medical Transcriptionist** 2010 - present

***Concord Medical Chiropractic Neurology*** – Wilmington, Delaware

Transcribed provider’s office notes, history and physical.

***Christiana Care Hospital -*** Newark, Delaware2005- 2010

**Medical Transcriptionist**

* Transcribed multiple specialties, discharge summaries, history and physical, office notes and operative notes.
* Edited transcription reports using E-Scription platform.

**COMPUTER SKILLS:**

Proficient in BytesScribes, Wave player, MT Tool, Microsoft Office Suite 2003-2007, 2010, TRADOS, Adobe Acrobat Pro 9.0

**EDUCATION:**

* **New York University** – New York, New York

Professional Certificate in Translation - French>English, 2013

* **Cross Cultural Health Care Program** – Seattle, Washington

Certificate of Completion: Advanced Skill Building for Medical Interpreters, 2012

Certificate of Completion: Bridging The Gap Medical Interpreter Training, 2011

* **At Home Transcription** –

Medical Transcription Diploma, 1999

* **University of Delaware** – Newark, Delaware, 1994-1995