

Irma Gonzalez
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Objective: To provide high-quality and on time translation, interpreting, transcription and notary public services, establish long-term relationships with clients by satisfying their requirements and bring down the language barriers.

Education: Saint Mary's Catholic School. Pre-k – 6th grade.
Saint Joseph Academy. 7th – 12th grade.
University of Texas at Brownsville.
Bachelors in Spanish/English Translation and Interpreting.
Minor in Spanish.

May 2015

Computer Skills:• Microsoft Office Word.
• Microsoft Office Publisher.
• Microsoft Office Excel.
• Microsoft Office PowerPoint.
• Adobe Photoshop
• Wordfast
• Approximately 95 words per minute.

Highlights:

- Well-organized and efficient.
- Talented in following any type of instructions.
- Spanish and English both are native languages.
- Quickly learns procedures and methods.
- Effective communication skills, both written and verbal.
- Dependable - can work without supervision.
- Unique ability to adapt quickly to challenges and changing environments.
- Strong communication skills with people of all levels and roles.

Memberships and Certificates: American Translators Association (ATA)
American Association of Notaries (AAN)
Medical Interpreting Certificate

Experience: IAG Global Business Services Brownsville, TX
Founder/Owner August 2015 to Present

- Provide notary public services.
- Offer translation, interpreting and transcription services specializing in law, medicine, finance, economy, marketing, tourism, insurance, real estate, certificates, diplomas, construction and many other areas that are requested.
- Research any new rules and regulations that apply to the business.

Translingua Brownsville, TX
Freelance Bilingual Translator/Interpreter

February 2013 to January 2015

- Greeted and introduced myself properly to clients.
- Assisted the owner with any business document by providing legal, medical, and technical translation and interpreting services both in English and Spanish.
- Proofread documents that needed to be revised and made any corrections if necessary.

Chic Jewelry & Things Brownsville, TX
Sales Manager February 2009 to August 2014

- Shipping and receiving.
- Kept track of inventory on a monthly basis according to sales.
- Solicited orders from customers in person and by phone.
- Compiled lists of prospective customers for use as sales leads.
- Recognized priced and displayed merchandise.
- Designed and developed publicity for store including ads, coupons, banners and pamphlets.

Solo Wages Brownsville, TX
Freelance Bilingual Translator/Interpreter

April 2010 to November 2012

- Greeted and introduced myself properly to clients
- Offered legal, medical, marketing and accounting translation and interpreting services both in English and Spanish.
- Provided both simultaneous and consecutive interpreting.

Oaxaca's Corporation Matamoros, Mx.
Freelance Bilingual Translator/ Interpreter

January 2008 to January 2015

- Greeted and introduced myself properly to clients
- Offered translation, proofreading and interpreting services both in English and Spanish in the areas of business, medicine, advertisement, history, ecology and finance.
- Provided both simultaneous and consecutive interpreting.
- Assisted owner by giving excellent customer service.

Volunteer Work: Club Interact Matamoros Profesional July 2007 to June 2008
Director

- Donated blankets to different communities during the winter.
- Planted trees in various schools to contribute to the environment.
- Donated items for personal hygiene to a nursing home.

Club Rotaract Matamoros Profesional July 2008 to Present **Active Member**

- Organized a food sale to fund new toys for children during Christmas.
- Had a garage sale to raise money for new clothes which were given to various orphanages in Matamoros, Mexico.
- Went to a school to repaint and clean the classrooms in order to provide a better environment for the children's education.

References: Available upon request.