

ALEXANDRA JOSEPHI

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Instrumental in situations where there is the need to bridge the gap between
different languages and cultures

FREELANCE INTERPRETER/TRANSLATOR/TRANSCRIBER CROSS CULTURAL TRAINER

ALEXANDRA JOSEPHI LANGUAGE SERVICES LLC | SEP 2015-PRESENT

INTERPRETER – DUTCH/FRENCH/FLEMISH/ENGLISH

Assignments over the phone or face to face, in any combination of Dutch/French/Flemish/Walloon and English dealing with consecutive interpretation, simultaneous interpretation, chuchotage and/or sight translations.

- Federal Court (New York, Los Angeles, San Francisco, Seattle, San Antonio, Houston)
- Family and Criminal Courts (CPS cases, divorces, Criminal Offenses, Competency Hearings)
- Hospitals, Medical Centers and Developmental Services
- Schools (ARD/IEP meetings, PPCD testing and Language Evaluations)
- Depositions (Workplace Injury, Patent Infringements, Contract Breach)
- Assessment program with head of departments/hospitals in France regarding, Molecularization of Bacteriology, Hemodynamic Monitoring, Intracranial Drug Delivery, Kidney Stone Market, Aesthetic Medicine, CRC screening and development
- Assistance during filming of a commercial, and conducting follow-up interview with a famous top athlete
- OPI/VRI for Dutch and French, all topics

Other fields of specialization;

- Business (general, commercial)
- Tourism & Travel
- Finance (general, investments)
- Insurance

CERTIFICATIONS

2020 – DLIFLC/OPI certification Dutch/French

2019 – ALTA Language Services– English/French/Dutch

2017 – 2018 Certified SCSI (Southern California School of Interpretation) Dutch, French and Flemish
Certificate Interpretation Federal Immigration Court (DOJ/EOIR) in Consecutive, Simultaneous and Sight
Translation

2016 - CERTIFICATION DUTCH, FLEMISH AND FRENCH MEDICAL INTERPRETER

SECURITY CLEARANCES

DHS/USCIS – Security Clearance – active

ICE T-III Security Clearance – active

FEMA clearance – active

TRANSLATOR – DUTCH/FRENCH/FLEMISH/ENGLISH

Extensive translation and transcribing projects for various government agencies.

Dealing with extremely sensitive and urgent documents on a daily basis.

Full day assignments, which can vary in duration from a couple of days to several months, on-site or from office. (one of the latest projects; Intergovernmental project Canadian French > English 1700 pages)

Other translation projects include:

- Legal documents pertaining to divorce (Flemish/English), contract breach (Dutch/English)
- Documentation incoming French families/French program in private school (French/English)
- ADHD conference in France (program/bio keynote speakers/online marketing/articles) (French/English)
- Transcription and translation of interview done with famous top athlete

CERTIFICATION

2019 – Alta Language Services – Dutch and French – Translation

2019 – Alta Language Services – English/Dutch/French - Transcribing

SECURITY CLEARANCES

DHS/USCIS – Security Clearance – active

T-III Security Clearance – active

FEMA clearance - active

CROSS CULTURAL TRAINING

Whether it concerns moving to the United States or preparing to go somewhere else, a one or two-day personalized training will prepare the employees, and their families, for the cultural differences between these nations. The awareness of which helps in running smooth business and settling in across the nations.

- I have helped employees/families from Argentina, Brazil, China, India, the Netherlands, France with resounding success.

A cross-cultural training can be recommended in corporate cultures, it gives the tools to diagnose both cultures and is helpful for people working in a cross-cultural environment or with global accounts. It seeks to narrow the communication gap between the employees and/or clients within a multinational corporation. It focuses on the development of effective communication, awareness and understanding.

Preparing employees to interact with foreign clients and/or colleagues is of the utmost importance. Lines of communication can be disrupted easily, and this is not necessary with the right guidance.

As a company it will be a minor investment to obtain major results!

- Preparation of top-level management members and groups of employees to go to France, the Netherlands and the Middle East

Trainings can be given in English, French, Flemish and Dutch

Employment History

ASSOCIATE DIRECTOR OF INTERNATIONAL ADMISSIONS

THE VILLAGE SCHOOL, HOUSTON | JAN/JUNE 2016

Group termination/Budgetary cuts

As an expert in guiding families coming from abroad, I successfully oversaw all aspects regarding admissions, recruiting and marketing for new bilingual program.

I took care of the promotion of the new bilingual program in USA and abroad, including all contacts with the consular community in Houston.

Scope included the initial setup of after-school Dutch and French programs, recruiting teachers and start the necessary negotiations for accreditation of language programs with various governmental agencies in the Netherlands and France.

AGENT/BROKER

MASSMUTUAL GREATER HOUSTON | AUG 2014/APR 2017

With a multitude of products that MassMutual represents, I specialized in Disability Protection options for small and mid-sized companies. I am proud I could make a significant difference in the lives of the owners of the companies and their employees.

ASSOCIATE, PRIVATE CLIENTELE

WHITE HOUSE – BLACK MARKET | FEBR 2010/AUG 2014

My area of expertise was to mainly build my own clientele and take care of appointment sales, customer support and training of the incoming sales associates

Education

UNIVERSITE AIX-MARSEILLE III – FRANCE

BACHELORS

Major: French

Minor: Economics

INTERNATIONAL EXECUTIVE ASSISTANT | SCHOEVERS – THE NETHERLANDS

ASSOCIATES

Major: International Business

Minor: Languages

Certificates

2020 – DLIFLC/OPI – DUTCH/FRENCH

2019 – ALTA LANGUAGE SERVICES– DUTCH/FRENCH/ENGLISH TRANSLATION /TRANSCRIPTION

2017-2018 CERTIFICATION SCSI FEDERAL COURT INTERPRETER (DOJ/EOIR) DUTCH/FRENCH/FLEMISH

2017 APPROVED EVALUATOR/ASSESSOR DUTCH AND FRENCH

2016 CERTIFICATION DUTCH, FLEMISH AND FRENCH MEDICAL INTERPRETER

2013-2017 LIFE AND HEALTH (GROUP 1)

Core Competencies

LANGUAGES

100% fluent in, spoken and written, Dutch/French/Flemish/Walloon/English, and a good conversational level in Spanish

MANAGEMENT

Owner Language Institute – Netherlands | Grew company to International level in the Netherlands and France | 23 permanent staff members/ teachers with classes for 400 students

COMMUNICATION

Promotion of new bilingual program of the Village School in USA and abroad, including multiple events through the consular community

LEADERSHIP

2015 – 2016 BNI, treasurer in leadership team and member of excellence

2014 -2016, for 2 years I have been the ambassador for InterNations, an established global organization, planning events and as such on the front line, dealing daily with people moving to Houston