

JANNA L. DAVIS

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Spanish Medical Interpreter & Translator

Sixteen years of experience working in the Healthcare Industry. Extensive experience training bilingual employees in medical interpretation related to medical terminology, supervising bilingual medical employees, and evaluating the language service provided by bilingual medical employees. Well-developed skills interpreting for patients during their medical exams, creating bilingual forms for Spanish speaking patients, creating Spanish medical marketing flyers to market to the Spanish speaking community, and performing translations to create a bilingual company website.

AREAS OF EXPERTISE

Spanish & French
Document Translation

Spanish Medical Interpretation

16 years experience providing
Spanish Language Services in
the Healthcare Industry

PROFESSIONAL EXPERIENCE

Foreign Language Coordinator, RRV Management, Inc.

8/1/2007-6/2/2023

- Facilitated communication for Spanish speaking patients during medical exams.
- Created bilingual medical patient questionnaires, exam preparation guides, and after care instructions.
- Created bilingual medical marketing materials, a bilingual company website, and promoted services to the Spanish speaking community.
- Translated internal documents for the Administration and Billing Department.
- Created a training program for prospective medical interpreters and administered the program.

Manager of Digital Mammography of Northeast Texas 2011-2016

- Oversaw all day-to-day facility operations and helped to resolve any issues with patient scheduling.
- Supervised and completed annual performance evaluations on facility employees.
- Tracked, entered, and verified outcome data from pathology reports in the PenRad Mammography System.
- Created monthly exams/procedures count reports on facility performance.
- Requested surgical pathology and oncology reports from surgeons and the Cancer Center to follow-up on patient continued care and to update patient records with new information.
- Reviewed and documented delinquent accounts and notified patients to schedule required follow-up exams.
- Educated patients on exams and procedures, with a focus on mammography screening for preventative health.
- Troubleshooted system problems with the software manufacturers and internal IT department.
- Managed office and medical supply inventory and coordinated communication with vendors as needed.
- Oversaw service and preventative maintenance of facility equipment.
- Ensured staff compliance with all rules, regulations, and standards.
- Updated staff credentials and continuing education in the Mammography Inspection Policy & Procedure Book.
- Ensured facility documentation and compliance for obtaining and maintaining MQSA and ACR licenses.
- Provided written translation and verbal interpretation for Spanish speaking patients as needed.

EDUCATION

MIDDLEBURY COLLEGE, Middlebury, VT – Master of Arts Degree in Spanish Studies

AMERICAN UNIVERSITY, Washington, D.C. – Bachelor of Arts Degree in Spanish & Latin American Studies

Honors: Spanish Translation Certificate from ATA at American University, Intensive French at McGill University

TECHNICAL SKILLS

Microsoft Office Suite, Excel, Adobe Acrobat PDF Editor, PenRad Mammography System, VitalWorks, McKesson Radiology Information System (RIS), Mammography Operational Management (MOM) Atirix