

Rodolfo Gil

B.A

Altamonte Springs (Orlando), FL 32714

Language professional with more than 10 years in translation/interpretation.

- B.A. in English < Spanish translation/interpretation
- Fluent in English, Spanish and French
- Certified Medical Interpreter (C.M.I.)
- Medical Translator
- Multilingual Project Manager
- Experience and detail-oriented proofreader

Authorized to work in the US for any employer

Work Experience

Interpreter, Translator, Editor, Proofreader & Translation Manager

Verbatim Languages, INC. - Orlando, FL

October 2017 to Present

Responsible for workflow of the translation department which includes communication with clients, providing quotes, assigning and seeing projects through completion.

Associate

Lowe's - Altamonte Springs, FL

May 2017 to October 2017

Customer services and sales responsibilities.

Sales Agent

Reservation

February 2017 to April 2017

Education

Bachelor's in Foreign Languages (Spanish, English & French)

Cuba, MO

September 2003 to June 2010

High school diploma or GED

Skills

- Excel (10+ years)

- Linux (Less than 1 year)
- Mozilla (10+ years)
- Outlook (Less than 1 year)
- Word (10+ years)
- Interpretation
- Linguist Experience
- Translation
- Multilingual
- Proofreading
- Interpretation
- English
- Time management
- Microsoft Excel
- Spanish
- Project management
- Volunteer management
- Microsoft Office
- French
- Microsoft Word
- Microsoft Outlook
- Quality control
- Recruiting
- Customer relationship management
- Public Relations

Certifications and Licenses

Certified Medical Interpreter (CMI)

December 2019 to December 2024

Assessments

Active Listening — Highly Proficient

April 2020

Actively listening and appropriately responding in conversations.

Full results: [Highly Proficient](#)

Customer Focus & Orientation — Proficient

November 2020

Responding to customer situations with sensitivity

Full results: [Proficient](#)

Project timeline management — Highly Proficient

February 2021

Prioritizing and allocating time to effectively achieve project deliverables

Full results: [Highly Proficient](#)

Proofreading — Expert

May 2021

Finding and correcting errors in written texts

Full results: [Expert](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.

Additional Information

Computer skills

Linux Windows

Network Internet

Software Word, Excel, Power Point, Outlook, Mozilla Firefox
and other office software.