



James Sharp

Cochabamba, Bolivia

 [linkedin.com/in/james-sharp-17b446189](https://www.linkedin.com/in/james-sharp-17b446189)

 jsenbolivia@yahoo.com

 72740934

Summary

I have over 6 years of experience in customer service (English and Spanish) and over 4 years of experience in sales. I speak English, Spanish, Quechua (Bolivia), and Portuguese (Brazil), and I also write fluently in all 4.

I started freelance translation about a year ago and am now starting to see a little success. Just a couple of months ago I started giving private online Spanish lessons. I also offer transcription services and basic photo editing as extras online.

Experience



Freelance Translator and Foreign Language Instructor

Self Employed

Jul 2019 - Present (11 months +)

I am an online freelancer who offers various services through different online platforms. Translation and teaching foreign languages, however, are my most preferred services. The others are audio and text transcription, photoshop editing, beta reading, and more.



Customer Service Sales Representative

Teleperformance

Dec 2016 - Apr 2019 (2 years 5 months)

I worked on a health insurance campaign for my first year at this company, following which, my last year was spent in a sales campaign where I was also certified and approved through the company to interact with Spanish-speaking customers and prospects.



Missionary

The Church of Jesus Christ of Latter-day Saints

Nov 2014 - Oct 2016 (2 years)

I was expected to achieve a level of proficiency in the Spanish language, but instead ending up achieving an advanced level of mastery. I also learned Portuguese (Brazil) and Quechua (Bolivia), and produced the first-ever Quechua translation for the first missionary lesson pamphlet. I also learned how to do clerical work, data entry, statistical analysis, translations, and sales.

Honors & Awards



Eagle Scout Award - Boy Scouts of America

Jan 2014

Eagle Scout is the highest achievement or rank attainable in the Scouts BSA program of the Boy Scouts of America. Since its inception in 1911, only four percent of Scouts have earned this rank after a lengthy review process. Only scouts deemed to have demonstrated true leadership attain this award and throughout the entire process (from initial entry into the Scouting program to reaching Eagle) the receiver acquires a vast amount of experience and skills that are an advantage over peers in the professional world.

Skills

Customer Service • Translation • Transcription Services • Image Editing • Typing • Multilingual Communication