

NAOMI HOLLINGSHEAD

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WEBSITE, PORTFOLIO, PROFILES

- <http://www.proz.com/translator/3168316>
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PROFESSIONAL SUMMARY

CCHI Certified Medical Italian Interpreter, Italian Translator, Italian native speaker. Compassionate and caring professional offering 5 years of experience interpreting to benefit patients and medical personnel. Good knowledge of medical terminology, clinical practices and healthcare system.

WORK HISTORY

01/2022 to Current **Italian Medical Interpreter**

Voyce – Sunrise, FL

- Followed ethical codes to protect confidentiality of patient medical information.
- Served as medical interpreter for patients and staff clinical encounters by delivering accurate, skilled interpretations to facilitate effective communications.
- Offered both Audio and Video interpretation using Voyce platform.

12/2021 to Current **Translator**

Global Arena – Philadelphia, PA

- Translated documents in following fields: Medical, Advertising , Retirement from Italian to English. Numbers of words: 14013.
- Proofread, edited and improved document. Number of words: 4636.

05/2021 to 01/2022 **Italian Interpreter**

United Language Group – Minneapolis, MN

- Provided oral interpretations for clients as COVID-19 response in behalf of UK government , successfully maintaining pace with native speakers to deliver real-time comprehension. Minutes of interpretation: 2513.

01/2021 to 03/2021 **Translator**

Eurabic Translations – Dubai, UAE

- Translated documents in Italian and English. Number of Words Translated: 2943.
- Used Nordika Language Solutions - OneForma Platform.

- 10/2019 to 02/2021 **Italian Medical Interpreter**
LanguageLine Solutions – Monterey, CA
- Attended training programs to improve professional knowledge and interpretation skills - Language pair: Italian-English
 - Number of calls interpreted: 2439
 - Served as medical interpreter for patients and staff clinical encounters by delivering accurate, skilled interpretations to facilitate effective communications
- 08/2018 to 08/2019 **Business Advocate**
Pioneer Hearing Aid Centers Inc. – Oklahoma City, OK
- Worked to develop network by identifying and pursuing new leads, attending industry events and building rapport with clients
 - Networked at events and by phone to expand business profits and revenues
- 04/2015 to 04/2016 **Italian Teacher and Translator**
Creative S.R.L. – Buzau, Romania
- Instructed up to 2 students individually and in groups.
 - Translated technical documents from Romanian to Italian.
- 07/2014 to 10/2014 **Administrative Secretary**
Nantocleantech Spa – Trieste, Italy
- Corresponded with clients through email, telephone, or postal mail
 - Organized incoming and outgoing file movements in efficient and accurate manner
 - Restocked supplies and placed purchase orders to maintain adequate stock levels
- 02/2008 to 06/2013 **Bookkeeper, Secretary**
Studio Commercialista Associato Fantuzzi – Trieste, Italy
- Performed complex general accounting functions, including preparation of journal entries, account analysis and balance sheet reconciliations
 - Entered financial data into company accounting database for verification and reconciliation, maintaining accurate and current accounts at all times.
- 07/2004 to 01/2008 **Office Secretary, Book Keeper**
Studio Commercialista Dott. Bencina e Dott. Semeraro – Trieste, Italy
- Performed general office duties, including answering multi-line phones, routing telephone calls or messages to appropriate staff, greeting public, typing, proofreading, filing, sorting and handling incoming and outgoing mail
 - Greeted incoming customers in professional manner and provided friendly, knowledgeable assistance
 - Established QuickBooks accounting system to reflect accurate financial records

EDUCATION

01/2024	Certification: CoreCHI - Performance English-Italian CCHI - Remote
06/2023	Certificate: 60 Hour Medical Interpreter Course Voyce University - Remote
03/2023	Certificate: Translator Training Program - 90 Hours - Ita/Eng ProZ.com & MCIS - Online
02/2022	Certificate : 16-Hours Interpreter Training Global Arena - Virtual Classroom Course
11/2021	Certificate: Interpreting in The Criminal Justice System International School of Linguists - Online Class
03/2021	Certificate: Speaking Proficiency - English Parrot - Online General Professional - ILR3
05/2020	Certificate: Web Advanced Medical Training 40Hours LanguageLine Academy - Monterey, California
08/2013	Certificate : Legal Translation Romanian/Italian - Italian/Romanian National Institute For Cultural Research And Training - Bucharest, Romania
06/2004	High School Diploma Institute Gian Rinaldo Carli Di Trieste - Trieste, Italy Diploma in Accounting, Business and Programmer Final grade: 100/100

SKILLS

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| • Italian mother tongue | • Video remote services |
| • Responsible | • Cultural insight |
| • Enthusiastic | • Skilled interpreter and translator |
| • Medical terminology | • Fluent in English and Romanian |

SOFTWARE

MacBook Pro 2021, Microsoft Home&Business 2021, CafeTran Espresso, Access to Proz.com Glossaries and Tools.