



ROMI SHAH

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 (870) 692-6599

 Cedar Rapids, IA 52403

PROFESSIONAL SUMMARY

Dedicated administrative professional well-versed in communication and team building.

Skillfully meet diverse needs and address issues to maintain efficiency and interests of its populations, including refugees, immigrants, and other displaced people.

Identify advocacy priorities and create an action plan with goals and measurable outcomes.

Advocate for client interests in community groups and coalitions, including those we are already connected with, and identify relevant groups to join.

Identify and participate in opportunities in which input can be provided to help address issues, collaborate on funding opportunities, and be responsive when needed.

Meet with leaders to provide insight on key issues regarding client populations and suggest potential solutions.

SKILLS

- Active Listening
- Language Interpretation
- Critical Thinking
- Cultural Insight
- Effective Communication
- Confidential Information Protection
- Ethical Codes Adherence
- Medical Terminology
- Oral and Written Communications
- Microsoft Word
- Social Perceptiveness
- External Communications
- Client Service
- Large-Scale Events Planning
- Public Education
- HIPAA Compliance

EDUCATION

WORK HISTORY

Hands Up Communications - Interpreter(Medical, Legal)
Cedar Rapids, IA • 01/2022 - Current

- Provided oral interpretations for clients during special events, successfully maintaining pace with native speakers to deliver real-time comprehension.
- Provided cultural input to speakers to help parties who did not speak similar languages communicate with and understand one another.
- Maintained message content, tone and emotion as closely as possible.
- Attended training programs to improve professional knowledge and interpretation skills.
- Supported student education by accompanying non-English speaking individuals to classes, study sessions and assemblies to translate instruction, conversation and documents.
- Interpreted conversations simultaneously to help both parties conduct business, handle medical needs or manage personal concerns.
- Demonstrated respect, friendliness and willingness to

College of Southern Nevada
Las Vegas, NV • 05/2021

***Associate of Applied
Science:*** Business
Administration And
Management

**University of Peshawar,
Pakistan**
Pakistan • 07/2001

Bachelor of Arts: General
Studies

Girls Degree College Swat
Pakistan • 08/1998

High School Diploma

CERTIFICATIONS

- 40-hours Medical Training
- FWA Completion certificate
- HIPAA Completion certificate

help wherever needed.

- Performed duties in accordance with applicable standards, policies and regulatory guidelines to promote safe working environment.

Self-employed - Voluntary Worker

Cedar Rapids, IA • 09/2021 - Current

- Greeted visitors, answered questions and assisted with individual needs or requests.
- Helped with natural disaster cleanup and assisted with restoration tasks after incidents.
- Coordinated food, clothing and household items for disadvantaged individuals and families.
- Used strong interpersonal communication skills to convey information to others.
- Met with other volunteers and program leaders to discuss new service opportunities.
- Provided immediate responses to questions from volunteers.
- Engaged in community outreach to aid program mission centered on community support and enrichment.
- Coordinated individual referrals to obtain community services, advocated for client needs and resolved roadblocks.

St.Rose Dominican Hospitals - Volunteer

Las Vegas, NV • 08/2019 - 12/2019

- Provided support and companionship to patients in need of assistance.
- Transported patients and helped with discharge procedures.
- Developed strong communication skills to convey messages to personnel by phone, email or text.
- Complied with HIPAA standards to confidentially maintain patient medical information.
- Adhered to policies and procedures to promote hospital mission and vision.
- Carried laboratory specimens, results and charts to appropriate departments.
- Supplied care instructions and educational materials to inform patients of care plan and next steps.

Clark County School District, CCSD - Substitute Teacher,

K-12

Las Vegas, NV • 01/2012 - 05/2014

- Followed classroom plans left by class teacher to continue student education and reinforce core concepts.
- Diversified classroom instruction and group activities to successfully support students with unique strengths and learning styles.
- Kept accurate and current attendance records and assignment sheets to maintain file compliance.
- Provided instruction for students in core subject areas.
- Maintained day-to-day classroom management and discipline to promote learning initiatives.
- Helped students develop life-long learning skills and good study habits.
- Kept students on-task with proactive behavior modification and positive reinforcement strategies.
- Repeatedly requested as substitute teacher by teachers based on excellent past referrals and trusted performance.
- Developed rules and set goals to maintain order in classroom.

LANGUAGES

Urdu



Native or Bilingual

pushto



Native or Bilingual

English



Native or Bilingual