

Teresa Bryant

841 Fellsway West Medford, MA 02155

☎ (781) 395-4539 Cellular phone #(617)960-6487 ✉ Bonzite@comcast.net

Objective: To obtain a position as a Spanish<>English medical interpreter

Qualifications:

- Experienced trained and tested Spanish<>English medical interpreter
- Excellent oral and written communication skills
- Worked well both independently and in a team setting
- Strong knowledge of medical vocabulary, and cancer related terminologies and procedures
- Strong organizational skills with attention to detail
- Experienced in working in culturally diverse environment
- Computer graphic design skills including but not limited to Percipio, IDX, Business Objects, Office Mate, ExamWriter, Medisoft, Word, Excel, and Outlook

Professional Experience:

Spanish<>English Medical Interpreter

August 2008 – January 2010

Dana-Farber Cancer Institute, Boston, MA

- Provided face-to-face interpreting in medical encounters for all of the Dana-Farber Cancer Institute departments in Hematologic Oncology, GI, Breast Cancer, Sarcoma Center, Genitourinary, Pediatrics, Thoracic, Psychiatry, Psychology, Radiology, MRI, and others
- Provided over-the-phone interpreting services for LEP patients and hospital employees
- Addressed patient's needs for housing, transportation, and counseling by referring them to appropriate social service resources
- Served as a cultural broker when there were cultural differences, serving as clarifier thus avoiding misunderstandings, and or errors

Performed administrative duties such as:

- Checked the status of patient appointments in IDX
- Identified canceled, as well as new appointment requests for interpreters of various languages as needed for next day as well as future appointments. This included ASL and last minute request(s) using Percipio, and IDX
- Downloaded next day scheduled appointments, using CORIS "Business Objects"
- Looked up patients information as needed
- Translated letters for patients and for providers
- Helped manager in editing a "Quit Smoking" presentation

Independent Spanish/English Translator

May 2007 – as needed

Boston Court cases:

- Translated lengthy legal and medical, documents (250+ pages) for various clients petitioning for Social Security benefits, due to disability

International Seafood Show:

- Translated English written material into Spanish for John Nagle Company for an International Seafood show held in Santiago de Chile, Chile

MGH Charlestown Healthcare Center:

- Translated an English written brochure into Spanish to outreach the Hispanic Community of Charlestown, Boston

Other:

- Resumes, Birth Certificates, Adds, flyers, educational materials, Medical and/or Psychological forms
- General Interest Content

Doctor's Office Supervisor, Lead Optometric Technician

8/2004 – March 2007

Exeter Eye Associates at Lenscrafters, Boston, MA

- Trained and supervised new employees
- Input patient information into computer database, using "OfficeMate", "ExamWriter", and automated "Total Recall" Pre-Appointment program
- Served as Spanish Interpreter when needed
- Pre-screened patients for Visual Acuity, Non-Contact Tonometer, Auto Refractor, and Visual Field Test and operated the Optomap to evaluate retinal health
- Verified patient insurance benefits and submitted insurance claims electronically
- Bilingual confirmation and scheduling of appointments

Independent consultant- Graphic Design

6/1995 – March 2007

- Clients included: Massachusetts General Hospital, John Nagle Company, Don Quijote Tours of New England, Cambridge Technology Partners, Putnam Investments.
- Designed brochures, logos, advertisements, newsletters, flyers, tickets, ID cards and badges, invoices, business cards, and letterheads for various organizations
- Designed presentations in English and in Spanish for LCD projection

Desktop Publisher/Graphic Designer/Presentation Specialist

2/1999 – 9/2001

Vantage Partners, LLP; Boston, MA

- Expanded job description to translate English written negotiation-training manuals into Spanish for Spain-based customer.
- Aided our Training Department with translation of workshop materials
- Conceptualized ideas to be represented graphically, utilizing Illustrator and/or Photoshop to design graphics and images to be incorporated into QuarkXpress
- Monitored production process for trimming, cutting, assembling to packing for delivery

Computer Skills:

- CORIS Business Objects, IDX
- MS Office: PowerPoint, Word, Excel, Adobe Photoshop, Illustrator, QuarkXpress,
- Office Mate and ExamWriter, and Medisoft

Education:

- The Cross Cultural Communication Institute at CCCS, Inc. completed
 - Fundamentals of Legal Interpretation
- The Cross Cultural Communication Institute at CCCS, Inc. completed
 - The Art of Medical Interpretation 54-hour Certificate Program
- Northeastern University; Boston, MA 1989-1992
 - Coursework in Computer Graphic Design
- Katherine Gibbs; Boston, MA 1988
 - Administrative/Secretarial course
- National University of Asuncion; Paraguay 1979-1982
 - B. A., English

Other: Active member of ATA, and IMIA