

CHARLENE JONES



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Palm Springs, CA 92264

PROFESSIONAL SUMMARY

Certified Portuguese Medical Interpreter working for over 7 years as a remote interpreter (OPI/VRI). Recently started working as a Translator specializing in the medical field. Language pairs: PTBr<>EN, and SPA>PTBr. Organized and dependable candidate successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals. Friendly professional available for weekend, evening and holiday shifts. Considered hardworking, punctual and driven. Focused Translator with highly developed understanding of Brazilian Portuguese language and culture. Skilled in quickly and accurately translating written documents.

SKILLS

- Confidential Information Protection
- Translation Review
- Translation Accuracy
- Terminology Consistency

EDUCATION

Universidade Gama Filho

B.A: Language and Literature

CERTIFICATIONS

CoreCHI (Core Certified Healthcare Interpreter by the Certification Commission for Healthcare Interpreter) Hub-CMI (Certified Medical Interpreter by The National Board of Certification for Medical Interpreters)

WEBSITE, PORTFOLIO, PROFILES

- Skype: chacha.araujo
- LinkedIn: <https://www.linkedin.com/in/charlene-jones-corechi-hub-cmi-95999b40/>
- ProZ: <https://www.proz.com/translator/939263>

WORK HISTORY

Self-employed - Freelance Translator and Proofreader
CATHEDRAL CITY, United States • 03/2021 - Current

- Replicated flow, style and overall meaning of original texts.
- Consulted specialized dictionaries, thesauruses and reference books to identify closest equivalents for nuanced terminology, words and phrases.
- Conferred with subject matter experts and other colleagues to establish precise understanding of specialized concepts.
- Reviewed final works to spot and correct errors in punctuation, grammar and translation.
- Proofread, edited and improved documents of different sizes.

Certified Languages International - Certified Portuguese Medical Interpreter

02/2014 - Current

- Rendered correct concepts/meanings between source and target languages, conveying clarity, tone, and style from one language into another.
- Provided strict renditions of the messages, including every detail of the conversation.

TED Translator

02/2015 - 11/2015

- Translated, transcribed and edited subtitles of videos in a variety of subjects.

Iowa State Department of Aging - Volunteer Translator, Ombudsman

02/2015 - 10/2015

- Office of the State Long-term Care, Translation of varied documentation.

Language Line Services

11/2013 - 11/2014

- Rendered correct concepts/meanings between source and target languages, conveying clarity, tone, and style from one language into another.
- Provided strict renditions of the messages, including every detail of the conversation.

Brooks and Brooks Foundation - Volunteer Translator

05/2014 - 09/2014

- Translated the book "The Battlefield of a Parent's Mind" from Yvonne Brooks into Portuguese.
- Portuguese Interpreter cleared by USCIS U.S.

LANGUAGES

Portuguese



Native or Bilingual

English



Native or Bilingual

Spanish



Professional Working