

JENELL WEITZ
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EDUCATION

- MA, Spanish- Option in Translation, Spanish↔English, Rutgers University Graduate School, New Brunswick, NJ, Oct 2008, degree conferred Jan '09
- BA, Spanish and History, Rutgers College –New Brunswick, NJ, May 2005
- University of Valencia, Spring 2004

PROFESSIONAL EXPERIENCE

June 2008 – Aug. 2008

- Telephone Interpreter, *Ganas de Nuevo*, a small, joint-venture investment company, Valencia, Spain

Oct. 2007 – June 2008

- North American Language and Culture Assistant, CEIP Parque Eugenia de Montijo (Primary School), Madrid, Spain

Jan. – Aug. 2008

- Private English tutor to children and adults, Madrid and Valencia, Spain

Aug. 2005 - Aug 2007

- Undergraduate Admin. Assistant, Rutgers University History Dept.
 - Assist the Undergrad Chair of Dept, make course schedule, advise history majors, supervise Federal Work Study students, appoint Part Time Lecturers.

June - Aug. 2005

- Private Spanish tutor

Summer 2005

- Equal Opportunity Fund Writing Center Tutor, Rutgers College

Feb. - May 2005

- Office Assistant, Office of the Dean, Rutgers College,

Oct. 2002 – Aug. 2005

- Writing Center Tutor, Plangere Writing Center, Rutgers Univ.

Nov. - Dec. 2003

- Data collection for a scientific study, Nutritional Science Dept., Rutgers Univ.

Summer 2003

- Administrative Assistant, Middleburg Mortgage, Leesburg, Virginia

TRAINING/CERTIFICATIONS

Sept. 2008

- Basics of Language Interpreting in a Mental Health Setting Webinar, sponsored by Center for Mental Health Services

Sept 2008

- Passed Spanish Language Proficiency Test given by Northern VA Health Education Center (pre requisite to take medical interpreter courses)

VOLUNTEERING/INVOLVEMENT

Sep.-Oct 2008

- Interpreter, English↔Spanish, Loudoun Free Clinic, Leesburg, VA

Jan. – May 2007

- Literary Volunteers of Middlesex County, NJ

June – Oct. 2006

- Interpreter, English↔Spanish, Chandler Community Health Clinic, NJ

Sept. 2002- Jan. 2006

- Conversation Partner, International Friends Program, Rutgers Univ.

2004 – 2005

- Editor-in-Chief, *Objet d'Art: Literary, Arts, and Culture Magazine*

Feb. - Apr. 2005

- Intern, Bowne Global Solutions (now Lionbrige), New York

2003

- Active Member, Amnesty International, Rutgers Chapter

2002- 2003

- Assistant Editor *Objet d'Art*

Summer 2002

- Intern, Rugmark Foundation, Washington DC

PROFESSIONAL ORGANIZATIONS

- CATI member, Carolina Association of Translators and Interpreters

LANGUAGES

English - native tongue

French – basic

Spanish – proficient

Catalan – basic

HONORS

- Rutgers College Honors Program, 2002-2005
- National Society of Collegiate Scholars nominee
- Poems published in several RU literary magazines
- History Honors Program (completed senior thesis)
- Honor Society Member: Phi Beta Kappa, Phi Sigma Iota, Sigma Delta Pi

OTHER SKILLS

- Knowledge of the Internet
- MS Office package
- Adobe Acrobat
- SDLX-Trados – Computer Assisted Translation software
- Netscape/Mozilla applications
- Dreamweaver
- Macintosh Operating System
- Joomla web editing
- Quick to learn new software, applications
- Holds a valid driving license