

# ENTRY-LEVEL INTERPRETER RESUME

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## OBJECTIVE

Fluent Ukrainian-English and Russian-English interpreter seeking an entry-level position at Lutheran Social Services. Bring strong consecutive interpreting and translation skills, cultural sensitivity, relevant coursework, and internship experience to provide professional interpretation services to South Dakota's new Ukrainian immigrants.

## EDUCATION & CERTIFICATIONS

### MIDDLE BURY INSTITUTE OF INTERNATIONAL STUDIES

Master of Arts in Translation and Interpretation (English/Russian)

GPA: 3.7/4.0

Monterey, CA

May 20XX

### TELC

Certification in Advanced Ukrainian Language Proficiency (B2)

20XX

## EXPERIENCE

### FIRST NATIONAL BANK

Financial Translation Intern

Monterey, CA

20XX–Present

- Interpret and translate financial documents for over 50 Ukrainian-speaking clients
- Assist in preparing financial reports and analysis for a client base of 200 individuals
- Facilitate communication between Ukrainian clients and bank personnel, improving customer satisfaction by 20%
- Conduct consecutive interpretation during in-person client meetings, and over the phone
- Collaborate with a team of 15 interns to support financial projects and client interactions

### MONTEREY INSTITUTE OF INTERNATIONAL STUDIES

Coursework in Ukrainian Language and Culture

Monterey, CA

20XX–20XX

- Completed advanced coursework in Ukrainian language, achieving fluency in both oral and written communication
- Studied Ukrainian culture and history, enhancing my ability to provide culturally sensitive translations
- Participated in an 8-week Ukrainian Immersion Camp, practicing real-life scenarios and improving language skills, leading to a 15% improvement in proficiency
- Conducted research projects on Ukrainian socio-economic issues, presenting findings to 30 classmates and professors

## SKILLS

- Consecutive interpretation
- Written communication
- Cultural sensitivity
- Telephone interpretation
- Data analysis
- Client communication
- Team collaboration
- Sight translation

# Entry Level Interpreter Resume Sample Objective

**Jicheng Xie**



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## Entry Level Interpreter Resume Sample Objective Introduction

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