

Jessica Dover

Portland, OR

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EXPERIENCE

Spanish/English Interpreter -- Passport to Languages

May 2009 – Present Portland and environs, OR

Serve as a contracted interpreter in hospitals, clinics, schools, and government facilities.

Includes emergencies, mental health, and simultaneous interpreting during conferences and workshops.

Spanish Instructor

October 2007 – Present Portland and environs, OR

Provide customized, private Spanish lessons as well as group Spanish classes with Castalia Language Center and International House Portland's "Españolos" Program. Focus on real-world examples of vocabulary, culture, and application of language rules as well as active participation in a variety of learning activities.

Temporary Translation Coordinator -- viaLanguage

March 2009 – June 2009, Portland, OR

Position encompassed translation project management from start to finish, including accepting, logging, and tracking translation jobs; verifying cost estimates; coordinating suppliers and clients; assuring superior project quality; and acting as a liaison for customer complaints. Position emphasizes attention to detail, working within tight deadlines, effective time management, multi-tasking, expectation management, and project transparency.

Project Manager, Spanish/English Interpreter/Translator -- SGL Network, Inc.

Feb. 2007-March 2009, Portland, OR

Project Management duties included: Synchronizing clients and contractors with the company's technical, development, and management teams. Also coordinated projects from inception to completion, which included outlining, establishing timelines, and budgeting projects as well as generating, distributing, and following up on project status reports. Responsible for establishing and maintaining client and vendor relationships and contact information, including relationships with local, national, and international banking and credit organizations, as well as with domestic and foreign governments, consulates, and embassies.

Served as a Spanish/English interpreter during telephonic and on-site business meetings.

Additional responsibilities included creating, editing, translating, and distributing both English- and Spanish-language marketing and sales materials, including website content, white papers, current and potential investor materials, blog entries, and company correspondence, as well as compiling, translating, and presenting company market research materials.

Spanish/English Medical Interpreter -- Pacific Interpreters

September 2006 - April 2007, Portland and environs, OR

Acted as a contracted interpreter in clinics, hospitals, rehabilitation facilities, and other medical settings.

Included interpreting for emergencies and surgeries.

Spanish/English Interpreter and Patient Service Staff -- Planned Parenthood of the Columbia/Willamette

May 2006 - February 2007, Portland, OR

Performed history intake, delivered test results, and verbally educated men and women of all ages in Spanish and English. Duties also included interpreting during medical appointments and translating patient correspondence, signs, medical history, and pamphlets.

Office Manager -- Church Onsite Wastewater Consultants

September 2005 - May 2006, Wheat Ridge, CO

Managed the daily operations for an engineering firm, which included A/P, A/R, bookkeeping, creating and administering paychecks, stocking supplies, editing, copying, collating, and mailing reports, answering and directing phone calls on a multi-line system, entering lab data, and scheduling inspections.

SKILLS

- Bilingual: Spanish, English
- Typing: 70 WPM
- Experience and proficiency with both Microsoft and Apple operating systems and software, including:
 - ◆ Adobe Acrobat
 - ◆ Audacity
 - ◆ iLife Suite 2009 (iPhoto, iMovie, GarageBand, iWeb)
 - ◆ iMovie HD (2007)
 - ◆ iWork Suite (Pages, Numbers, KeyNote)
 - ◆ Microsoft Office Suite (Word, Excel, PowerPoint, Access)
- 10-key proficient
- Business Development:
 - ◆ NeoOffice
 - ◆ OpenOffice
 - ◆ Quickbooks Pro
 - ◆ Quicktime Pro
 - ◆ Salesforce CRM
 - ◆ SDL Trados
 - ◆ SugarCRM

JUST SO YOU KNOW

- Attended the Mexican government's invitation-only 5th Informative Seminar: Financial Intermediation and Remittances in Mexico City.
- Created, developed, and edited company website content and sales/marketing materials.
- Scripted and directed product demonstration videos.
- Created materials for, coordinated, and facilitated product focus groups and product demonstrations in Spanish and English.

EDUCATION

Bachelor of Music, 2003

University of Colorado at Boulder
2001-2003

Area of Emphasis: Trumpet Performance
Cumulative GPA: 3.878

San Francisco Conservatory of Music
1999-2001

Area of Emphasis: Trumpet Performance
Cumulative GPA: 3.878

EXTRACURRICULAR ACTIVITIES

- EXO Limited Magazine (online only: www.exolimited.com) -- Contributing writer for travel, lifestyle, and food.
- Learning Portuguese language

REFERENCES

References and additional work history available upon request.