



ARLETTE ABSI

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Summary

Interpreter – Translator: Arabic, English & French - Available Face to Face & Over the Phone/ Video.

Over 24 years of success in managing interpretation services for a nationally published newspaper. Recent experiences include simultaneous interpretation (SI), consecutive interpretation (CI), and liaison interpretation. Conversant in both Arabic, English, and French languages for legal, medical, and commercial sectors. Working knowledge of assimilating speakers' words quickly and accurately. Ability to compute sentences spoken in one language and explain them in the other.

I hope your esteemed organization will view my credentials and qualifications as a benefit for its endeavors and favorably consider my application as an interpreter.

Languages

- Translate sentences spoken or written in Arabic, English, and French and vice versa Strengths
- Multilingual; Native Arabic, and French

Skills

- Deposition Experience (Law offices - Hospitals - Medical and Company offices)
- Document translation - Translate your written Arabic - English - French: Forms, Agreements, Legal, Medical, Immigration, Academic, Business, Employer, Conferences, Applications, and any other documents into the languages, customers need and understand.
- Facilitate interactions between non-English speaking families and educational staff.
- Interpreting between doctors and patients
- Interpretation at School Board or Parent-Teacher meetings (IEP).
- Provide on-site interpreting for Commercial, Legal, and Medical assignments, Legal Interpreter, Guide Interpreter, and Multilingual Customer Support Agent.
- 24 years of work experience.
- Culturally adept as one of Spanish origin, I understand and respect the cultural differences and nuances that exist between nations. This allows me to better comprehend the message and interpret it without compromising its content.
- High level of concentration.
- Great listening skills.
- Ability to articulate communication and convert to a new language in verbal or written format.
- Academic, Arabic, articulate, Oral, Conferences, Content, clients, Customer Support, English, Forms, French, Interpretation, Law, Legal, Listening, Materials, Meetings, Protocols, Speaking, Teacher, Phone, and Live Video translation and Interpreting.

Experience

Media Space Buyer | Los Angeles, CA. 01/1988 - 1989

Beirut Times | Pasadena, CA.
Legal Interpreter - Translator
01/1999 - Current

- Interpreted and translated conversations and oral and written instructions from one known language to another known language.
- Reviewed and translated documents, forms, and technical materials in both languages.
- Managed and provided consecutive and first-person interpretation over the phone.
- Provided bilingual interpretation services for court and worked as per court protocols.
- Complied with established interpreter ethics and followed data confidentiality policy, as applicable.
- Interacted with and interpreted for clients from different socio-cultural and economic backgrounds.

Certifications:

- Member of the American Translator Association - ATA
- Member of the NETA
- Member of the National Council on Interpreting in Health Care
- Member of Southern California Area Translators and Interpreters Association
- HIPAA Certification