

Professional Objective

To transition from my former career in **Office Administration** to a new part time career in **Freelance Translation**; providing clients with affordable and accurate English to Spanish translation services.

Translation Experience

Client	Project	Description
Living Waters Publications	Web site	Translated NeedGod.com into Spanish - NecesitasaDios.com
Missionary to Yucatan	Theological paper	Translated the theological paper 'God's Part and Man's Part' into Spanish
CrypKey Software	Software	Translated user interface English language files into Spanish

Office Administration Experience

- ✓ **Provided English to Spanish translation and interpretation**; translate English correspondence into Spanish and provide interpretation for Spanish speaking clients
- ✓ **Coordinated daily functions and services**; correspondence, transmittal of documents, purchasing of supplies, records control, accounts payable, maintenance of files and inventory
- ✓ **Prepared contracts and legal court documents**; Agency Subsidy Agreements, Court Orders, Sworn Affidavits
- ✓ **Used telephone system efficiently and effectively**; experience using Meridian System employed at the Government of Alberta
- ✓ **Organized social activities**; via the publication of a customer support news-letter, and other social activity related memos and documents

Skill Level Matrix

- ★★★★★ **English to Spanish Translation & Interpretation** (translate procedural documents etc.)
- ★★★★★ **Word Processing Software** (Apple Pages, MS Word, OO Writer)
- ★★★★★ **Spread Sheet Software** (MS Excel, OO Calc)
- ★★★★★ **Operating and Information Systems** (Apple OS X, Windows 2000, Windows XP, CWIS)
- ★★★★★ **Desktop Publishing Software** (Apple Pages, Microsoft Publisher, OpenOffice Draw)
- ★★★★★ **Operation of Office Equipment** (Voicemail, Facsimile, Photo Copier, Digital Camera)
- ★★★★★ **Data Entry / Typing** (60 WPM)

Sandra Murphy

Résumé

Phone | (403) 775-9477 Email | smurphy@sandra.josephmurphy.com
Skype | [sandra__murphy](https://www.skype.com/user/sandra__murphy) Website | <http://sandra.josephmurphy.com>

Employment History

My present full-time occupation *	05/2005 – Present	Teacher, Wife, and stay at home Mom
Child & Family Services	11/2000 – 05/2005	Office Administrative Assistant
Blessings Christian Marketplace	08/1999 – 02/2000	Customer Service Representative
Berner Trail Child Care Centre	06/1990 – 02/1999	E.C.E. Certified Teacher

** Though I am not officially paid for my work as a teacher, wife, and stay at home Mom I consider these responsibilities just as rewarding and challenging as any position I have ever held*

Education History

Bow Valley College, Calgary	09/1999 – 06/2000	Administrative Assistant Certificate
Bow Valley College, Calgary	09/1999 – 06/2000	Accounting Assistant Certificate
George Brown College, Toronto	09/1988 – 05/1990	E.C.E. Teacher Diploma
Agincourt C.I., Toronto	09/1985 – 06/1988	OSSD Grade 12 Diploma