**RESUME**

**Kisha G. Bennett**

Local address:

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Dear Sirs,

I have been working as a Spanish to English translator for over 15 years, and English is my native tongue.

My skills include translation, proofreading, editing for content and clarity, review and delivery of polished work. It also includes general, educational, engineering, technical, and business projects (management included).

I am a creative writer, so my translation work flows like naturally spoken English. I also proofread translated content and maintain all work received in the same format. I do not use CAT tools, but I do use Linguee.com / Proz.com / [wordreference.com](http://wordreference.com/) and other online dictionaries for my work.

Please note that my personal references and reviews for past work are posted in the Upwork link below for your review.

Thank you for consideration. I hope that we can work together soon.

Kind Regards,

**Kisha Bennett**

ES>EN FreeLancer

<https://www.upwork.com/freelancers/~019c7499a8af422bdf>

**Work objective:**

I always strive to excel in whatever I do. This includes learning new tasks and working hard to accomplish them.

**Professional Summary:**

* Over nine years’ experience in Assistant to Administration and administrative duties.
* Sales experience in the Real Estate Department. Professional levels of performance in achievement and elaboration of specific goals.
* Worked in Homeowner’s Association department of Real Estate development. Tasks included collection of payments, correspondence between homeowner’s, and customer service assistance.
* Teaching and tutoring skills in both children and adults.
* Over fifteen years’ translation skills and three years transcription skills.
* Proficient in both languages: English and Spanish
* English proficiency test writer skills – ETS, EIKEN, and TOEIC methods.
* 3+ years’ experience in recruiting for IT and Healthcare roles. This includes contacting prospective candidates via emails and phone calls, screening questions, assessing skills, and presenting prospective candidates to Hiring Managers.

**Education:**

* Bachelor’s in Science and Letters (ESBIR Roatan, Bilingual School, Roatan Honduras)
* Fashion Merchandising Degree (Professional Career Development Institute – Diploma available - USA)
* High School - graduated
* Primary School - graduated
* First Beginners’ school from 4 years of age until 6.
* *Certificate: Towards a socially responsible Pedagogy.*
* *Certificate: New paradigms in learning how to teach and teaching how to learn.*

**Professional Experience:**

* Assistant to Administration - (**Lawson Rock, Sandy Bay Roatan, Honduras**)
* Training of new personnel in the customer service department
* Resolving issues and finding solutions
* Substitute English teacher and private tutor
* HOA (Homeowner’s association) managerial department
* Published author of books for both children and adults
* Recruiter for Line Hire – North Carolina, USA

**Additional skills**:

* Writing, Composition, and Grammar
* Elaboration of professional documents and letters
* English and Spanish (Fluent)
* Tutor – English and Spanish
* Translator (English and Spanish)
* Microsoft Office skills
* Public Relations experience
* Microsoft PowerPoint and Publisher flyers and presentations
* Voiceovers

**Languages**:

* English - Native (Read, Write and Translate)
* Spanish – Fluent (Read, Write and Translate)

**Temp jobs on Upwork.com**

* Writer of Non – fiction children’s books and fiction stories
* Customer Service Rep for Artemisia Management properties in NY / MD USA
* Article and short story writer
* Recruiter – IT, Healthcare, Driving, and more

**Current work (part-time)**

* Spanish to English Translation (Ongoing)
* English skills test writer for Capstone Education
* Social media marketing manager for Capstone Education (Current Job)

