

Alexandria Hatfield- Spanish/English Legal Interpreter

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Profile Statement

Alexandria is a collegiate level student working toward her BA in Spanish and her Certificate in Translation and Interpretation. Her clear passion and drive are only contagious. She always strives for accuracy, integrity, and creativity.

Professional Skills

- Proficiency in Microsoft Word, Excel, PowerPoint, and Outlook
- Bilingual (Spanish, English)
- Excellent in Telecommunication, Interpersonal Communication, and Customer Service
- Outstanding Public Speaking Presence
- Developing Knowledge of Keynote, WordFast, and InDesign
- Superb Time-Management Skills
- Sufficient familiarity of Weebly
- Highly Adaptable to Client and Employer Needs
- Extremely Coachable

Work History

Hospitality Professional	J. Alexander's	Franklin, TN	01.14-10.14
Student Ambassador	Olivet Nazarene University	Bourbonnais, IL	08.13-12.13
Warehouse Assistant	JCA Enterprize	Indianapolis, IN	08.09-Present
Hospitality Professional	Emmy's Pancake House	Avon, IN	02.15-Present

Education

Degree in Spanish, Certificate in Translation and Interpretation, Indiana University
Purdue University Indianapolis, Indiana 2017

Accomplishments

- Volunteered for the IU Program for Intensive English.
 - 1 of 5 team members that translated and localized their flyer.
- Created and launched an instructional video to teach others how to effectively use bookmarking online.

References

Rosi Rollan- Professional Education