



RIVERA, JACQUELINE, CORPUZ

GRAPHIC DESIGN & TRANSCRIPTION

ABOUT ME

Detail-oriented translator with a highly developed understanding of English languages and cultures. Skilled in quickly and accurately translating written documents and audio recordings. Excellent listening and communications skills with an organized and systematic approach

JOB EXPERIENCE

BEGINNER TRANSCRIPTION

- Follow company guidelines as presented in style guide in transcribing interviews, dictations, commercials, etc.
- Improve transcription skills such as speed and accuracy
- 100% on time delivery of projects

BILINGUAL RECEPTIONIST

- Answered more than 20+ calls daily to responds to inquires and transfer calls to correct departments and personnel
- Provided Cultural input to speakers similar language communicate with and understand one another

DOCUMENT TRANSLATOR

- Developed translation into the English language to prepare subtitle scripts.

CONTACT



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SKILLS

Excellent verbal and written communication skills
Research skills
Highly Organized
Translation skills

Fast Learning

