

Jessica Garcia

Bilingual Translator

PROFILE

(222) 432-4405



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Results-driven and detail oriented Freelance Translator with a proven track record of success in translating various materials Spanish to English and vice versa, interpreting dialogues and conversations. I also provide linguistics assistance and promoting services all over the internet. I offer excellent writing skills as well as extraordinary reading and comprehension skills.

PROFESSIONAL EXPERIENCE

FREELANCE TRANSLATOR

Puebla, Puebla / 2018 – Present

CUSTOMER SERVICE REP/SALES AGENT

Teleperformance / Puebla, Puebla / February 2018 – June 2018

- Customer service representative and sales agent for electricity company NRG located in Texas, USA.

CUSTOMER SERVICE REPRESENTATIVE

Alorica / Puebla, Puebla / November 2018 – December 2019

- Customer service representative for Amazon.

LANGUAGES

- English
- Spanish

EDUCATION

Rosemont Elementary School
Rosemont, Illinois

Algonquin Middle School
Des Plaines, Illinois

Secundaria General no. 10
(Middle School) Matías Romero, Oaxaca

CBTis 31
(High School) Matías Romero, Oaxaca

KEY SKILLS

Microsoft Office Word



Writing and spelling



Proofreading & Translating



Cultural Knowledge



Reading & Comprehension



