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Career Objective

Seeking a position in a reputed organization where my skills and abilities can be explored to the fullest and where the scope of work will enhance my career growth.

Summary of Qualifications

- Strong interpersonal skills
- Positive attitude and adaptable to change
- Excellent written and verbal communication skills
- Fluent in two languages -Somali and Swahili (read, write and speak)

Skills

- Knowledge of administrative and clerical procedures and systems such as word Microsoft word,
- Excel, Power Point and Adobe Acrobat
- Bilingual in English, Swahili language
- Effective communication skills and provide superior customer service to a diverse client
- Time management skills and excellent team skills

Work history

CYRACOM

Somali interpreter January 2019 -Present

- Provide interpretation and translation services in person or via telephone
- Provide interpretation support for clients
- Provide clerical support and assist participants with completing basic forms
- Support training staff with outreach efforts
- Adhere to interpreter standards and ethics
- Other tasks as assigned

Stratus Video

Somali interpreter September 2018 - present

- Translate procedural information to healthcare providers to insure appropriate provision of health service
- Provide cultural information to health care providers
- Listen carefully to conversations and provide verbatim interpretation
- Took notes during interpretation and provided feedback

- Ensured the context of knowledge not altered during interpretation

Diploma

Bellevue college

Other strengths

Cultural awareness and sensitivity

Detail oriented with ability to multi task