858 Garrow Road, Newport News, Virginia, 23608

Courtney L. Quinones

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(440) 221-5156

**I. Objective**

To provide proper & effective interpretation services and other unique talents. I have and will always continue to deliver a trustworthy and continuous connection between the Spanish-speaking community and team members/staff.

**CLEARANCE-PUBLIC TRUST-ACTIVE**

**II. Education**

Liberty University-Graduated October 16th, 2020

*Major: Criminal Justice with focus on Homeland Security/Minor: Strategic Intelligence*

Thomas W. Harvey High School

Class of 2000 – Community Service Honors Graduate

* + - Foreign Language/Spanish - Honors
    - Representative for “American Legion Auxiliary - Brakeman-King Post 336”
    - Migrant Education Program aide
    - “OhioReads” program - tutor

Lake Erie College (Community Interpreter’s Program)

Enrolled 2002-2003 – Certificate of Achievement in Community Interpretation

* + - Certified for General, Medical, Law, and Educational Interpretation

**III. Experience**

* Ad Astra Inc., 8701 Georgia Ave. UNIT 808, Silver Spring, MD 20910
* Spanish Interpreter/Linguist 10/2022*-Present*
* Translate as OPI for DOD and USCIS
* Newport News Public Schools Systems 12465 Warwick Blvd, Newport News, VA, 23606

High School Spanish Teacher 08/2022-06/2022

* Teach Honors Spanish
* Maintain gradebook
* Attend and contribute to staff meetings
* Attend and contribute to IEP meetings
* Create lessons plans and curriculum
* Maintain communication with parents

Peninsula Institute for Community Health

⧫ 15427-H Warwick Blvd., Newport News, VA, 23608

**Medical Interpreter** *08/2012 03/2013*

* + - Interpret for medical staff, patients, etc.
    - Translate documents
    - Scheduled referrals and appointments

Crossroads Early Headstart

⧫ 1083 Mentor Avenue, Mentor, Ohio, 44077

**In-Home Interpreter** *04/2010 01/2011*

* Interpreted for social service workers, nurses, clients and parents
* Completed many hours of translating company’s legal documents
* Assisted in RESPID for parents
* Helped organize family nights and events
* Worked with Hispanic autistic children and their parents

*(Experience continued…)*

Lake OB/GYN

⧫ 9500 Mentor Ave., Suite 220, Painesville, Ohio, 44060

7580 Auburn Rd., Suite 313, Concord, Ohio, 44077

**Medical Interpreter/Cleric** *04/2003 12/2003*

* Interpret for doctors, patients and all medical staff
* Schedule appointments
* Medicaid Eligibility
* Translate all legal and medical documents
* Translate for labor and delivery floor

Painesville City Local Schools/Migrant Education Program ♦52 Jefferson St. Painesville, OH 44077

**Bilingual Educational Paraprofessional** 08/2000 01/2003

* Interpret for principal, teachers, students, all of personnel staff, parents etc.,
* Taught ESL/ELL classes and tutored
* Created my own lesson plans/filled out gradebook
* Held in-home conferences with students and parents
* Completed many hours of translation work

**IV. Skills**

* Extensive knowledge of **numerous** Spanish dialects, slang, and cultural ethnicities
* Very fast learner
* Fluent understanding of Latino culture and community
* Multi-tasking and managing multiple calls on different phone lines
* Microsoft Word proficient
* Proficient in **E-Clinical Medical Software Program**
* Vast knowledge of medical terminology in both, English & Spanish
* Specialized training in **OB/GYN**
* Translation/Transcribingfor **immigrant citizenship & criminal cases** in Ohio
* Actively searching colleges to enroll in Criminal Justice Program
* Passed **DLPT** language exam for DHS/ICE
* Knowledge of American Indian tribal government, policies, and culture

**V. Community Service**

* Volunteered in soup kitchens and different events in Hispanic community
* Tutored elementary children for OhioReads Program
* Interpreted for tax sessions for Latino community within Catholic church
* Scheduled, hosted and planned multi-cultural events for schools,social service organizations etc.,
* Have given health educator’s classes for Komen funding and OB classes for childbirth/newborn care

**VI. References** – (More references available upon request)

Mrs. Patti Null **|** *Director for Crossroads Early Head Start Program*

(440) 358-7370

Mrs. Peggy Wheeler **|** *Crossroads Social Worker*

(440) 358-7370

Dr. Rosemary Brownlee **|** *Doctor at Lake OB/GYN*

(440) 352-0688 / (440) 357-7100

Dr. Charlie Faulk **|** *Doctor at Southeastern Virginia Health Systems*

(757) 874-8400