

SAMPLE STUDENT
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INTERPRETER SERVICES COORDINATOR

LICENSURE / CERTIFICATION

State of Illinois License Interpreter for the Deaf – Master Level
Registry of Interpreters for the Deaf Certification July 20xx

EXPERIENCE

City Colleges of Chicago, Chicago, IL April 20xx to Present

Sign Language Senior Interpreter

- Assess level of language translation needs of students assigned to caseload
- Facilitate effective communication between staff/faculty and students/individuals that are deaf and hard of hearing using type of sign language preferred by deaf individual
- Provide sign language interpretation/transliteration services in classrooms, meetings, tutoring, testing, and campus/special events using voice to sign and sign to voice support
- Conduct sign language in-services and workshops for faculty, staff, students, parents and community members

Evanston School District 65, Evanston, IL June 20xx to March 20xx

Sign Language Interpreter

- Adapted classroom work, under direction of teacher, to support and reinforce lesson plans for deaf and hard of hearing students
- Assessed classroom and other rooms to ensure proper set-up (noise level and visibility) to facilitate hearing impaired students' learning
- Attended Individual Education Program meetings for assigned students to provide input into evaluation of student's progress
- Maintained notebook of vocabulary and assignments for use by substitute interpreters

EDUCATION

Harper College, Palatine, IL
Sign Language Interpreting Certificate May 20xx

Northern Illinois University, DeKalb, IL
Bachelor of Arts, History May 20xx

COMPUTER SKILLS

Microsoft Word, Excel and PowerPoint

PROFESSIONAL ASSOCIATION

Illinois Registry of Interpreters for the Deaf (IRID) April 20xx to Present

VOLUNTEER EXPERIENCE

Little City, Palatine, IL October 20xx to Present