

**Helen Harper**  
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**OBJECTIVE**

To obtain a position as a **Sign Language Interpreter**

**EDUCATION**

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

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

**LICENSURE**

State of Illinois License for Interpreter of the Deaf Expected July 20xx

**SKILLS**

Effective communication in American Sign Language (ASL)  
Sign-to-voice and voice-to sign interpreting  
Excellent articulation and voicing skills  
Strong understanding of deaf culture

**PRATICUM**

Willow Creek Church, Hoffman Estates, IL January 20xx to March 20xx  
Harper College, Palatine, IL  
Cook County Tax Day, Schaumburg, IL  
Alexian Brothers Hospital, Hoffman Estates, IL

- Provided language interpretation for deaf/hard-of-hearing at events
- Moved from one assignment to another quickly and effectively
- Practiced excellent customer service skills, ethical behavior and professional judgment

**WORK EXPERIENCE**

**Calvin Clothes Company**, Chicago, IL  
Store Manager April 20xx to Present

- Hire and train employees, create weekly schedule, and oversee accounting functions
- Create floor displays, manage inventory and place orders for new merchandise

**Family Video Store**, Bartlett, IL  
Manager June 20xx to March 20xx

- Maintained up to date stock of movies and games and tracked inventory for loss and damage
- Recruited new employees and mentored employees on customer service skills and store policies

**COMPUTER SKILLS**

Microsoft Word, Excel, PowerPoint

**VOLUNTEER**

Little City, Palatine, IL Summers 20xx to 20xx