

Helen Harper
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OBJECTIVE

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

EDUCATION

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| Harper College, Palatine, IL Sign Language Interpreting Certificate | May 20xx |
| State of Illinois License for Interpreter of the Deaf | Pending |
| Northern Illinois University, DeKalb, IL Bachelor of Arts, History | May 20xx |

SKILLS

Effective communication in American Sign Language (ASL)
Sign-to-voice and voice-to sign interpreting
Excellent articulation and voicing skills
Familiar with business, medical and educational settings
Strong understanding of deaf culture

PRATICUM

January 20xx – March 20xx

Willow Creek Church, Hoffman Estates, IL
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 Manger April 20xx – 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 - 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 - 20xx