

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
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
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