

**Melissa Fridlin Murrell C.V. Spanish Translator – Alabama, Mississippi, Louisiana,
Georgia and Tennessee**

SUMMARY OF QUALIFICATIONS

- Over 20 years of experience working with businesses and nonprofits around the Southeast in outreach, interpreting, and communication. Proven effectiveness in:
 - **Working with many types of people** in diverse settings, including immigrants, business owners, local officials, church members and volunteers of varying income levels.
 - **Communication in English and Spanish**, including written translation, and simultaneous and consecutive interpretation in medical, legal, nonprofit, and conference settings.
 - **Understanding of legal concepts and court procedure**; work with attorneys, law firms, court personnel, legal documents, client intake, and detention centers.
 - **Writing, editing, and updating** articles, flyers, press releases, newsletters, websites, brochures, and other promotional materials, in English and Spanish.
 - **Marketing, outreach, and community organizing**, including public presentations, networking, tabling, door to door campaigning, media relations, and fundraising.
 - **Office management**, including scheduling, data entry, tracking donor funds, filing, creating spreadsheets, updating organizational systems, and writing reports.
 - **Recruiting, hiring, training, and managing employees, contractors, and volunteers** for five different organizations.
- Ability to adapt my approach to meet the needs of the individual client or customer. Creative and resourceful; able to think on my feet and respond to challenging and changing situations.
- Quick study, with an ability to easily grasp and put into application new ideas, concepts, and methods. Detail-oriented, with a strong work ethic and self-motivation. Excellent at multi-tasking in a variety of settings. Proficient in Word, Excel, email, basic web updates, and data entry.

- Exceptional skills in organizing, planning, writing and editing, facilitating groups, making presentations, and relating to a wide range of people. Ability to analyze broad concepts and issues and create a clear and concise summary of the key points.

EDUCATION AND TRAINING

B.A. in Latin American Studies/Spanish

1999

Warren Wilson College, Asheville, NC

Court Interpreter Exam Preparation Program, Montgomery, AL

2016

Six month / 100 hr course in legal interpreting / vocabulary taught by federally certified interpreter

Healthcare Interpreter Certificate, Samford University

2011

Nine month / 250 hr course included ethics, skills, and healthcare terminology

Legal Interpretation Training, Birmingham, AL

2011

Eight hour training including legal vocabulary and court interpreting

Interpreter Orientation and Written Exam, Alabama Office of Courts

2011

Provisionally certified by the Alabama AOC

Simultaneous Interpretation Training, Asheville, NC

2003

Two day workshop covered techniques for conference interpreting in social justice settings

Foundations Business Planning Program, Mountain Bizworks, Asheville, NC

2002

Eight week training program for entrepreneurs

Spanish Interpreter Training Level I, 16 hours, MAHEC, Asheville, NC
2001

Spanish Language Training, 16 weeks, Proyecto Linguistico, Guatemala
1998, 99, 2002

WORK HISTORY

Owner, Interpreter, Translator, Deep South Language Services

9/2010-present

- Spanish-English interpretation for a variety of businesses and agencies including attorneys, circuit courts, juvenile probation, city police, health care, social services
- Translation of documents including birth certificates, correspondence, forms, contracts
- Management of business including hiring and managing contract interpreters, translators, and instructors; office management; scheduling; sales and marketing

Communications Director, Alabama Coalition for Immigrant Justice

2012-2013

- Coordinated communications work for statewide organization, including website, email newsletters, media contacts, spokesperson training, social media, and press releases.
- Produced website content and written materials in English and Spanish
- Trained and organized immigrant leaders on working with traditional and social media

Freelance Interpreter

1998-

2010

- Spanish-English interpretation for university classes; speakers on economics, politics, and development; meetings and conferences; church events; parent-teacher conferences

Public Relations Assistant, Beasley Allen Law Firm

2010

- Translated contracts, correspondence, questionnaires, and medical forms into Spanish; served as Spanish / English interpreter for clients and attorneys by phone and in person
- Received all website inquiries; forwarded to correct department and followed up with clients and staff to assure case open was handled properly

- Updated websites; organized digital files; maintained company's online bulletin board

Coordinator and Board Secretary, Just Economics of WNC, Asheville, NC
2006-2007

- Recruited local businesses for living wage certification program; cultivated donors
- Managed volunteer speakers' bureau; created outreach plan for churches and civic groups
- Developed outreach and marketing materials, including website and brochure

Western North Carolina Coordinator, Working Families Win
2005-06

- Created and supervised work plan for three regional organizers and 50 volunteers
- Planned and carried out over 20 presentations /community events related to economic issues
- Key member in creating Living Wage Campaign, coalition of 12 local organizations
- Organized press conferences; acted as media liaison; wrote press releases

International Team Member, Witness for Peace Nicaragua
2004-05

- Planned and facilitated two-week experiential educational programs for -- and accompanied groups of -- 7 to 20 US citizens visiting Nicaragua.
- Interpreter for informal conversations as well as meetings with community, government, nonprofit and church leaders, both in urban and rural areas
- Created and maintained relationships with organizations and rural community leaders

Associate Director, Carolina Interfaith Taskforce on Central America
2002-03

- Developed program and managed logistics for speakers tour of 40 cities and 3 major events
- Managed Western NC office; wrote press releases, reports, letters to the editor, and email alerts

Research Assistant, International Service for Peace, Chiapas, Mexico

2000

- Interviewed Spanish-speaking teachers, health workers, children and parents
- Wrote report on the effects of low-intensity war on children

Volunteer, House of Mercy Orphanage, San Pedro Sula, Honduras

2000

- Developed and facilitated two-month program for Spanish-speaking children ages 2-12

ASSOCIATIONS

Member, Interpreters and Translators Association of Alabama (ITAA)

Member, Tennessee Association of Professional Interpreters and Translators (TAPIT)

Member, National Association of Judiciary Interpreters and Translators (NAJIT)