**Janet M. Stein**

**1100 Devonshire Dr.**

**Oshkosh, WI 54902**

**OCCUPATION:** Spanish Interpreter/Translator/Tutor.

**EDUCATION:** University of Wisconsin, Oshkosh – 1988 – 1992. I obtained B.A. in Spanish. I traveled abroad and studied Spanish in Mexico. I have had numerous training classes in the Ophthalmology Field.

**WORK EXPERIENCE:**  I work as an Interpreter for Basler Turbo Conversions. I began interpreting for them in 1994 for their Spanish Speaking Clients. I am responsible for the Spanish Interpretation between the Educational Trainers and the Spanish Speaking Mechanics and Pilots, for the conversions that were made on the aircraft, and training exercises in flight and on the ground. I traveled to El Salvador as an Interpreter to train Mechanics and Pilots in their Air Force on the DC3. I have worked with the Columbian Air Force and Columbian National Police.

Freelance Spanish Translator/Tutor – June 1994 – Present. I have had several different translation jobs throughout this time period for many different translation companies. I worked with a company called Cesa 6, which is a cooperative company that works with school districts throughout the state. I translated Special Education Documents from English to Spanish. I did this on an as needed basis. I am a member of ProZ.com and do work for various clients regularly. I have also worked as a Spanish Tutor, helping Adolescent Children and Adults who want to learn Spanish or need help with existing Spanish Classes.

I worked with a translation agency called Translation Experts. This company is based out of Jacksonville, Fl. I translated various document for them such as Birth Certificates, Divorce Decrees, Court Depositions, Medical Brochures, Real Estate Contracts, and other legal documents.

Northeast Wisconsin Vision – May 2007 - 2013. I worked as an Ophthalmic Technician. Duties included screening patients and taking eye pressures. I was responsible for Visual Field Testing, OCT testing, Manifest Refractions, and Pachemetry. I performed all pre-op testing and post-op care for both Lasik and Cataract patients I assisted the doctors in procedures and care of patients. I was responsible for all E-scribing prescriptions to Pharmacies. I assisted the front desk with scheduling appoints and paperwork for surgeries.

Dr. J.J. Marsh – February 1997 – May 2007. Optometric Assistant and Medical Billing. Duties included screening patients prior to doctor care, adjustments on patients’ glasses, selling the patients’ glasses after doctor visit, medical billing and claims, and ordering patient eyewear. I also cut lenses to fit frames.

**ORGANIZATIONS:** I am currently a member of the National MS Society-Wisconsin Chapter. I belong to The English/Spanish Translator.org, Spanish Babilu Medical Language.org, Communicate In Spanish.org, Freelance Translators Lounge.org, Language Jobs.org, OPENRED: Spanish/English World.org, Spanish as a Second Language.org, Spanish for Professional Purposes.org, Spanish Immersion.org, Spanish Speakers.org, Spanish Teachers.org, Spanish Teaching.org, Translation Work Opportunities.org Translator Group.org, Jobs in Eyecare.org and Ophthalmology Technicians Org. I am also a member of ProZ.com and Translatorspub.com.