**Monika**

**Byrne**

1401 Remington Dr.

Volo, IL. 60029

(312) 437-1442 mb44translation@gmail.com

https://www.linkedin.com/in/mb1442

Qualified professional Polish/English translator with excellent communication, interpersonal and management skills. Hard-working, friendly and very much a team player. Seeking a position with a company where my abilities can be used to their fullest potential.

**AREAS OF EXPERTISE**

* Professional with vast knowledge of clinical procedures and medical/dental terminology, familiar with all aspects of healthcare system
* Experienced in counseling and providing people in crisis with psychological assistance
* 14 years experience in bilingual interpretation/translation, proofreading and editing

**SKILL HIGHLIGHTS**

* Strong command over verbal and written English and Polish language
* Outstanding knowledge of project management and work-related ethics and standards
* Excellent grasping power and effective at multi-tasking with superb typing and short-hand skills
* Able to work under pressure and complete all projects within deadline
* Proficient in use of office equipment, Microsoft suite and translation software tools
* Excellent in internet research work and active networking

**PROFESSIONAL EXPERIENCE**

**ZeroChaos/Google** *November 2015**- Current*

*Translator/Editor/AQR*

**Freelance Translator**  *January**2010 – Current*

Researching legal, medical and technical phraseology; providing guidance, feedback and creating customer-specific style guides; reviewing and proofreading; retrieving articles from newspapers, internet and other sources and translating them into English/Polish.

**Global Dental Associates,** Niles, IL

*Surgical Assistant/Receptionist June 2009 – March 2015*

* Fully expended Surgical Assisting and front desk procedures
* Translation, proofreading and editing of documents/letters/commercial ads/website content/articles
* Conducting face-to-face and telephone interpreting

**Robert C. Poulsom, D.D.S., M.S. /LTD,** Park Ridge, IL

*Surgical Assistant/Receptionist September 2002 – Current*

* Fully expended Surgical Assisting and front desk procedures
* Translation services for any documents, research or administration
* Conducting face-to-face and telephone interpreting

**The Medical Translating and Interpreting Institute,** Stockbridge, GA

*Facilitator/Interpreter/Translator April 2008 – December 2012*

Developed interesting course plans to meet academic, intellectual and social needs of students.

**Nielsen Media Research,** Chicago, IL

*Translator/Interpreter February 2001 – December 2002*

Working in a freelance capacity, I was interpreting over the phone and during meetings, translating documents.

**Center for Crisis Intervention,** Cracow, Poland

*Psychologist/Social Worker January 1999 – February 2001*

Assisted in the design and start-up of a “crisis” center, which was providing 24/7 hot line help for people in difficult situations and free psychological and psychiatric consultations.

**Center for Psycho-education and Health Promotion,** Cracow, Poland

*Youth Group Trainer March 1998 – February 2001*

Provided “difficult youth” with: integration, developmental and therapeutic training; psycho-educational course; individual counseling sessions.

**EDUCATION AND TRAINING**

Bridging the Gap/Acutrans Hickory Hills, IL 2014-2015

 **CERTIFICATIONS**

Invisalign Certified, Six Months Smiles Certified, Drugs Used in Dentistry, Coronal Polishing and Dental Sealants, OSHA Training, Dental Hygiene Update, CPR

**REFERENCES**

Available upon request

**Diploma: Medical Interpreting**

Turkiendorf Training Institute Chicago, IL 2012-2013

**Diploma: CMA, CPT, CEKGT**

Medical Interpreting & Translating Institute Stockbridge, GA 2007-2008

**Diploma: Medical Interpreting and Translating**

Thompson Education Direct Scranton, PA 2004-2006

**Diploma: Dental Assisting**

Jagiellonian University Cracow, Poland 1996-2001

**Master of Science: Psychology/Social Studies**

Polish Institute of Psychotherapy Cracow, Poland 1999-2001

**Diploma: Psychology and Counseling**