**RACHELLE MILLER**

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**SUMMARY OF QUALIFICATIONS:**

Detail-oriented professional with experience in office administration and business operations. Experience in the following skills:

* Translation with regards to Health Insurance and Services, Educational Material and Pamplets, Legal Letters, etc.
* Education and Medical Interpreting Skills
* Proofread and Edited Documents that were translated in Karen with regards to Education, Medical, Health Insurance, and Work Training purposes
* Quality Control and Check for Blue Cross and Blue Shield Health Insurance Karen Website Page
* Text Editing; creating lesson plans for new language learning skills

Known for dependability, excellent work ethic, and time management. Quick learner, having self-taught programs that have enabled me to perform my jobs successfully.

**EXPERIENCE:**

**Free Lance Translation and Interpretation Mae Sot, Tak, Thailand (2016-Present)**

* Translated various documents into Sgaw Karen language from various locations in United States and India
* Translated documents relating to health, education, and law
* Voluntary work where interpretation skills are used on a regular basis

**Sgaw Karen Experience Smyrna, TN (2014-2016)**

* Created database and lesson plans to teach Sgaw Karen language
* Organized a bi-weekly class where Sgaw Karen language is taught for beginner and intermediate learners
* Translate material from Karen to English and English to Karen for Karen learners
* Work and teach Karen people on a regular basis in the Nashville and Smyrna, TN area.

**Clean Up Fort Wayne, IN (2011-2013)**

**Owner Operator**

* Responsible for acquiring, maintaining, and scheduling appointments for business clients
* Performed walk-thrus for potential customer and bid write-ups
* Organized and monitored cleaning supplies
* Billed clients for services rendered, payment receipts and tracking expenditures
* Responsible for checking any areas cleaned to ensure proper cleanliness maintained at a satisfactory level

**EDUCATION:**

**American Home School –** Milwaukee, WI

**Milwaukee Area Technical College** – Milwaukee, WI Graduated December 2003

**ADVANCED SOFTWARE KNOWLEDGE:**

* MS Office
* MS Excel
* Power Point

References Available Upon Request