

# JESSICA DOVER

Certified Spanish/English Interpreter and Translator

## KEY SKILLS & AREAS OF EXPERTISE

- Simultaneous, Consecutive and Sight Interpretation
- Liaison Interpreting
- Conferences
- Legal
- Sports
- Medical and Mental Health
- Insurance
- Government
- Business/Banking/Finance
- Information Technology
- Education
- Agriculture

## CERTIFICATIONS

**Certified Court Interpreter** Oregon (#12950) and Washington (#10769)

**Certified Medical Interpreter** NBCMI (#100168)

**Certified Health Care Interpreter** Oregon (#010200)

## EXPERIENCE

### INTERPRETER & TRANSLATOR

ALMALUNA, LLC 2008-PRESENT

Provide legal interpreting services for depositions and attorney/client meetings in law offices, in court for trials, victims' statements, and other proceedings, as well as in hospitals and clinics for independent medical exams, polygraphs, etc. Experience includes liaison interpreting for international trainings and meetings, conferences, workshops, governmental meeting interpretation, hearings, medical emergencies, and mental health consults. Contracted translator and editor for both English- and Spanish-language documents, correspondence, sales materials, websites, and more. Experience interpreting for politicians and local, state, and national government officials. Experience interpreting for athletes during contract negotiation.

### **Direct (Non-Agency) Client List Includes (T=Translation, I=Interpretation):**

- City of Portland, Multiple Departments (Parks, Transportation, Revenue, Emergency Communications, Water, Planning and Sust.)
- Mobility International USA (MIUSA)
- Alaska Courts
- Central City Concern
- *The Oregonian* newspaper
- Bridges Oregon
- Latino Network
- Rosewood Initiative
- Child Aid
- Energy Trust of Oregon
- Solar Oregon
- Hacienda CDC
- Portland State University

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### **EVENTS INTERPRETED**

*(Not an exhaustive list.)*

- Oregon Gubernatorial Debate, Telemundo • October 19, 2022
- Hacienda CDC Café y Pláticas, Portland, OR and Virtual • 2019-Present
- Impact Beaverton Economic Recovery Center Webinars, Virtual • 2020-Present
- Washington County Chair Candidate Forum • March 28, 2022
- Hacienda CDC Latino Home Fair, Virtual • 2020
- Nike KAPM Summits, Portland, OR • 2017-2020
- Mass Timber Conference, Portland, OR • 2017
- C40 Paris Agreement Meetings, Portland, OR • 2017
- Farwest Nursery and Greenhouse Trade Show • Portland, OR • 2014-2018
- FLIR Systems Military Training, Veracruz, Mexico and Portland, OR • 2013-2018
- Oregon Wine Board Annual Conference, Portland, OR • 2013 - 2020
- United States Potato Board Training, Portland, OR • 2012 and 2015
- Oregon Association for Comprehensive Education Annual Conference, Seaside, OR • 2012-2016
- North American Breweries Staff Retreat, Seattle, WA and Portland, OR • 2015
- Child Aid Board Retreat, Portland, OR • 2014
- Oregon Association for Bilingual Education Summer Conference, Portland, OR • 2012-2013
- Intel Latin America IT Summit Hillsboro, OR • 2011 -2012
- Waterkeeper Alliance River Rally Portland, OR • 2012
- Oregon Latino Agenda for Action Annual Summit, Portland, OR • 2012
- Latino Network Líderes Panel Portland, OR • 2012
- Speciality Coffee Association of America Portland, OR • 2012
- East Portland Action Plan Civic Engagement & General Meetings, Portland, OR • 2011 - Present
- East Portland Neighborhood Office Meetings • 2012-Present
- Bienestar Oregon Board Meetings, Aloha, OR • 2011-2018
- Multnomah County Public Budget Hearings Portland, OR • 2012 - 2013
- Multnomah County School Board Debates, Portland, OR • 2013
- Hillsboro School District High School Graduations Hillsboro, OR, 2011-2014
- Heffernan Insurance Brokers Benefits Explanation Meetings • 2011 and 2012
- Seals Unlimited Insurance Benefits Meetings, Hillsboro, OR • 2011 - 2014
- Wraparound Oregon Parent Meetings and Latino Learning Academy Seminars, Portland, OR • 2010-11

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## **SPANISH LANGUAGE CONTENT SPECIALIST** BRIGHT.MD, 2017-PRESENT

In-house EN>ES translator and quality assurance specialist for patient-facing medical questionnaires and online modules for use in healthcare systems nationwide. Position emphasizes consistency and the use of the following programs: WordFast, GitHub, Jira, Confluence, Atom.

## **CONTRACT PROJECT COORDINATOR AND QUALITY ASSURANCE PROFESSIONAL** VIALANGUAGE, MARCH-JUNE 2009

Project management from start to finish, including accepting, logging, and tracking translation jobs; verifying cost estimates; coordinating suppliers and clients; reviewing completed translations in a variety of technical formats to assure superior project quality; and acting as a liaison for customer complaints.

## **PROJECT MANAGER AND INTERPRETER / TRANSLATOR** SGL NETWORK, FEBRUARY 2007-MARCH 2009

Synchronized clients and contractors with the company's technical, development, and management teams. Coordinated projects from inception to completion, including outlining, establishing timelines, and budgeting projects as well as generating, distributing, and following up on project status reports. Responsible for establishing and maintaining

client and vendor relationships and contact information, including relationships with local, national, and international banking and credit organizations, as well as with domestic and foreign governments, consulates, and embassies. Spanish/English interpreter during telephonic and on-site business meetings. Other responsibilities included creating, editing, translating, and distributing both English- and Spanish- language marketing and sales materials, including website content, white papers, current and potential investor materials, blog entries, and company correspondence, as well as compiling, translating, and presenting company market research materials.

## EDUCATION

### **Bachelor of Music, Trumpet Performance, 2003**

- University of Colorado at Boulder, 2001-2003
- San Francisco Conservatory of Music, 1999-2001

## PROFESSIONAL ASSOCIATIONS

- Vice President, Oregon Society of Translators and Interpreters (OSTI), 2018-2020
- Treasurer and Founding Member, OSTI 2013-2015
- Member, OSTI, 2013-Present