

Silvana M. Garetz

650.892.6490
Foster City, CA 94404

silvanam8@yahoo.com

Professional Profile

English<>Spanish Certified Interpreter and Translator.

Certified California Court Interpreter #301622 English<>Spanish.

CHI™ Certified Health Care Interpreter- Certification Commission for Healthcare Interpreters (CCHI) #977.

Certificate of Proficiency in Court Interpreting (Spanish) National Center for Interpreter Testing, Research, and Policy NCITRP , University of Arizona, June 2011.

Legal Court Interpreting Certificate - San Francisco State University.

Health Insurance Portability and Accountability Act (HIPPA) Course.

Stanford Hospital and Clinics Interpreters Examination – Written and Oral Medical Interpreting Performance Tests.

- Freelance/Independent Contractor Legal Court Interpreter (Penal, Civil, Traffic, Family Law, Wage and Hour, Asylum, Workers' Compensation depositions and hearings.)
- Medical interpretation expertise with an emphasis in hospital, mental health, medical specialties, Workers' Compensation, special education (IEP's) behavioral and mental health.
- Conference interpretation at community meetings sponsored by federal government, city councils, county health departments, public and private organizations, private and public schools and others.
- Simultaneous and consecutive interpreting at rent board hearings and other meetings between city officials and Spanish speaking community residents.
- Simultaneous interpreting for clients and recording during consumers' focus groups.
- Onsite Language Testing through agencies.

Professional Accomplishments

English as a Second Language State Credentialed Instructor, Basic Computers Instructor/Spanish Teacher/Tutor

- Basic Computers/ESL Multi-Level Classroom Instructor at the San Mateo Adult School.
- Adjunct ESL Associate Professor at Cañada College.
- Basic Computers Instructor at the Sequoia Adult School.
- ESL Teacher substitute at the Mountain View Adult School.
- Teacher of English for the Workplace (TEW) for employees of construction/remodeling business owner.

- Long term teacher substitute for Spanish 5th and 6th grade teacher at Woodside Elementary School.
- Northern California Service Operations Human Resources Representative**
- Provided high quality professional employer organization services to client company owners and employees in California and other states.
 - Researched and prepared customized job descriptions, employee handbooks, and updated employment policies.
 - Assisted in the development of customized business service plans for client companies.
 - Interpreted and translated for Spanish speaking client company employees or onsite supervisors in workers compensation cases, benefits informational meetings, etc.
 - Trained other team coordinators on projects and administrative responsibilities.
- Bilingual Instructional Associate**
- Coordinated the parent participation program, including parent volunteering and education at one of the district's magnet schools.
 - Acted as liaison between the school and parents on issues pertaining to the program.
 - Assisted kindergarten through 5th grade teachers in the instruction of second language learners.
 - Translated school correspondence and prepared correspondence for parents in English and Spanish.
 - Provided interpretation services during parent-teacher conferences, PTA meetings and other parent-school functions.

Work History

March 1, 2005 to present

Freelance Legal, Medical, Conference, and Community Interpreter
English<>Spanish

June 2006 - December 2012

English as a Second Language/Basic Computers Instructor - San Mateo Unified High School District- Adult School

July 2000 - March 2005

Northern California Service Operations Human Resources Representative
Administaff, San Mateo, CA

July 1999 - July 2000

Freelance Interpreter/Translator, Spanish Teacher

October 1994 - June 1999

Bilingual Instructional Associate, San Mateo/Foster City School District, San Mateo, CA

Education

Master of Arts (M.A.), T.E.S.O.L (Teacher of English to Speakers of Other Languages)

California State University East Bay/ Hayward, California 2007

Bachelor of Arts (B.A.), Liberal Studies, English Option, Graduated *Cum Laude*
California State University Hayward/Hayward, California

Professional & Service Organizations: American Translators' Association (ATA); California Healthcare Interpreters Association (CHIA); National Association of Judiciary Interpreters (NAJIT); Northern California Translators' Association (NCTA); CA Federation of Interpreters (CFI); NLSC National Language Service Corps