

Claire Thomas

remote bilingual customer service -

Albuquerque, NM 87195

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Results-oriented adult teaching of French proficient in developing course materials, including syllabi, lesson plans and exams. Offering 11-years in delivering French and English lectures and classroom discussions. Excellent record of managing minimum teaching load of 6 credit hours per semester while taking 9 credit hours for MA, running the language lab, being part of the grad. student council and publishing in the Grad student Journal. Legal: Facilitated communication between law enforcement personnel and individuals involved in crimes such as witnesses, persons of interest and suspects.

- Initiated, facilitated and moderated classroom discussions for college-level English and French students.
- Delivered 3 hours per week of classroom conversational learning, instructing over 599 students per year in French and English..
- Organized detailed list of resources to help students go beyond classroom environments and delve into topics of interest.
- Immersed students in unfamiliar cultures by devising hands-on activities

Conferred with subject matter experts and other colleagues to establish precise understanding of specialized concepts and translate appropriately. Provided cultural input to speakers to help parties who did not speak similar languages communicate with and understand one another.

Legal:

Interpreted court proceedings, rulings and regulations for individuals .

Assistant to museum curator: Provided accurate and effective product solutions to customers and promoted sales.

Inn keeping experience: Greeted and assisted guests by gathering information pertaining to reservations or requests.

Hired and trained new employees, demonstrating best methods for serving clients and guests. Handled guest and offered complimentary services to maintain high guest satisfaction rates.

Willing to relocate: Anywhere

Authorized to work in the US for any employer

Work Experience

Blogger/Writer

[quora.com](https://www.quora.com) - mountainview, ca

October 2018 to Present

Composed information pieces for people between ages 18 to 99 using appropriate word choice based on my medical, financial, and legal research. This is a volunteer position. I have 6919 answers and 80 shares. I've had 16.4 thousand views.

onsite interpreter

the interpreters network/spring institute - Denver, CO

July 2018 to Present

Going to medical appts. to facilitate communication between les and medical people.

bilingual French interpreter

can talk canada - Ontario, CA

May 2013 to Present

legal, financial, social service and cs interpreting.

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Can Talk Canada

May 2013 to Present

May 2013 - Present (4 years 7 months)

- winnipeg

I speak daily to the Canadians on legal, medical or customer service calls

Skills: Listening

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SDI

actress

bilingual French actress

December 2007 to Present

for 7 years in Philadelphia and nyc, trained through wickline casting and weist barron of nyc.

I am currently located in NM and continue acting. My credits are Godless and Longmire and 10 others including the brave.

Skills: listening, , following directions, memorization

actress and model

tourist greeter

EducationEdit

2011 to 2012

I studied and tested as an approved legal interpreter at a Masters level of comprehension of legal terms. I went to precincts and facilitated for lawyers, judges, and clients.

tourist greeter

Neptune Tourism - Ocean Grove, NJ

August 2008 to October 2008

Providing info to tourists either in person or on the phone.

Adjunct French Professor

Cabrini College - Radnor, PA
September 1984 to December 2007

All aspects of teaching French language and culture.

Preparation of breakfast, marketing, registration, concierge

Innkeeper - Glen Mills, PA
May 1997 to October 2004

Glen Mills, Pennsylvania

Preparation of breakfast, marketing, registration, concierge, overseeing preparation of rooms.

French and ESL instructor

Berlitz International - Wayne, PA
August 1982 to October 2004

All aspects of teaching.

medical courier

quick scripts - Albuquerque, NM
October 2019

going to pharmacy to pick up scripts, delivering to clients throughout NM.

Innkeeper

old country bnb - Philadelphia, PA
January 2007

I owned operated and sold successfully the bnb after 7 years

Education

Master's Degree in Bilingual

Villanova University
1982 to 1984

Skills

- bilingual French translation/interpretation (10+ years)
- financial and personal life coach (7 years)
- Courier (Less than 1 year)
- medical and legal interpreter (7 years)
- innkeeping (7 years)
- prescription courier (Less than 1 year)
- Recruiting (Less than 1 year)
- Higher Education Teaching
- Multilingual
- Research

- Typing
- Time Management
- Administrative Experience
- Proofreading
- English
- Spanish
- Microsoft Excel
- Marketing
- Writing Skills
- Organizational Skills
- Microsoft Office
- Tutoring
- Medical Terminology
- Hospital Experience
- Business Analysis
- Public Relations
- Food Safety
- Blogging
- Creative Writing
- Legal Research

Links

<https://www.njcourts.com>

Military Service

Branch: us army allied european services

Rank: basic

August 1970 to August 1971

I was briefly an opps.

Certifications and Licenses

global sentry application for Mexico and Canada

September 2020 to September 2025

I have applied for the global pass for Mexico and Canada. I will have it as soon as their backlog is caught up.

Assessments

Written Communication — Proficient

June 2019

Measures a candidate's ability to convey written information using proper grammar rules.

Full results: [Proficient](#)

Written Communication — Proficient

May 2019

Measures a candidate's ability to convey written information using proper grammar rules.

Full results: [Proficient](#)

Customer Focus & Orientation — Proficient

June 2019

Responding to customer situations with sensitivity.

Full results: [Proficient](#)

Medical Terminology — Completed

September 2020

Understanding and using medical terminology.

Full results: [Completed](#)

Business Analyst — Familiar

September 2020

Analyzing information to solve business problems.

Full results: [Familiar](#)

Customer Focus & Orientation — Highly Proficient

July 2020

Responding to customer situations with sensitivity.

Full results: [Highly Proficient](#)

Sales Skills — Familiar

October 2020

Influencing and negotiating with customers.

Full results: [Familiar](#)

Written Communication — Familiar

February 2020

Best practices for writing, including grammar, style, clarity, and brevity.

Full results: [Familiar](#)

Work Style: Reliability — Familiar

October 2019

Tendency to be dependable and come to work.

Full results: [Familiar](#)

Typing — Completed

August 2020

Transcribing text using a standard keyboard.

Full results: [Completed](#)

Cognitive Ability — Completed

November 2019

Combining pieces of information to form general rules or conclusions.

Full results: [Completed](#)

Logic & Critical Thinking — Familiar

August 2019

Using logic to solve problems.

Full results: [Familiar](#)

Verbal Communication — Proficient

June 2019

Speaking clearly, correctly, and concisely.

Full results: [Proficient](#)

Emotional Competence — Familiar

June 2019

Managing one's own emotions and understanding those of others.

Full results: [Familiar](#)

Filing & Organization — Proficient

May 2019

Arranging and managing information or materials using a set of rules.

Full results: [Proficient](#)

Attention to Detail — Completed

December 2019

Identifying differences in materials, following instructions, and detecting details among distracting information.

Full results: [Completed](#)

Legal Skills — Completed

June 2019

Assisting practicing attorneys in the preparation for litigation proceedings.

Full results: [Completed](#)

Customer Service — Completed

March 2020

Identifying and resolving common customer issues.

Full results: [Completed](#)

Proofreading — Completed

April 2020

Proofreading written texts.

Full results: [Completed](#)

Food Safety — Completed

October 2019

Proper food handling, storage, and equipment use for preventing the spread of foodborne illness.

Full results: [Completed](#)

Electronic Health Records: Best Practices — Completed

April 2020

Knowledge of EHR data, associated privacy regulations, and best practices for EHR use.

Full results: [Completed](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.

Additional Information

I am a legally approved interpreter via the NJ courts.