

Margaux Burton

Personal Summary:

A highly competent, motivated and enthusiastic interpreter and translator. Approachable, well presented and able to establish good working relationships with a range of different people. Possessing a proven ability to generate innovative ideas and solutions to problems. Currently looking for a suitable position with a reputable and ambitious company.

Studies:

Universidad de Davinici- ESL B.A. December 2023
University of Georgia – Spanish/English Legal Interpreter Certificate May 2019
Universidad Nacional Autonoma de Mexico- Pharmaceuticals A.A 2013-2015
Universidad Autonoma de Chapingo - Herbolaria 2012-2013
Unversidad Autonoma de Chapingo- Productos Naturistas 2008-2009
Contemporary Forum, B.A. Theater Arts 2003-2005

Work experience:

4th Judicial Circuit Courthouse
Legal Interpreter
September 2022-2023

Open English
English Teacher May 2020 – Current

InLingo
Legal Interpreter May 2020- Current

World Services Atlanta
Medical Interpreter 2018-2019

KIND (Kids In Need of Defense)
Legal Interpreter – English/Spanish 2018-2019

Sorme Cosmetics, Nov 2013-Nov2014

Regional Manager

Duties

- Setting up important annual sales meetings.
- Administering conference calls and customer sales support online.
- Traveling to give clear cut make up presentations of Sorme line.
- In charge of sales.
- Supporting the capture of new clients and sale platforms for the company.

Hard Rock Café Guam, Oct 2011- Sept 2012

Supervisor

Duties

- Meeting and greeting clients and visitors to the restaurant.
- Typing documents and distributing memos.
- Supervising the work of office juniors and assigning work plans.
- Handling incoming/outgoing calls, corresponding and filing.
- Faxing, printing, photocopying , filing and scanning.
- Organizing business travel, itineraries, and accommodation for managers.
- Monitoring inventory, office stock and ordering supplies as necessary.
- Responsible for purchase orders.
- Invoice tracking.
- Creating and modifying documents using Microsoft Office.
- Setting up and coordinating meetings and conferences.

La casa de los Botones, Mexico City, Mexico

Manager

Customer service 2000- 2010

Duties

- Developing excellence through innovative and creative concepts across all media.
- Ability to work with other project managers and teams of creative designers.
- Developing and framing creative concepts according to creative brief requirements.

- Communicating design visions and rationale clearly to clients and design teams.
- Conceptualizing, visualizing and designing user experiences.
- Involved in developing the clients culture and quality standards.
- Mentoring junior staff in project development and performance management.
- Organizing and filing all stock inventory.

Languages:
English,
Spanish

Skills:
Computer Skills 60 WPM

KEY SKILLS AND COMPETENCIES

- Strong organizational, administrative and analytical skills.
- Ability to maintain confidentiality.
- Excellent working knowledge of all Microsoft Office packages.
- Ability to produce consistently accurate work even whilst under pressure.
- Ability to multi task and manage conflicting demands.

REFERENCES – Available on request.