**Corinna Jones**

9976 Lucerne, Redford, Michigan 48239, United States

corinnajones@hotmail.com 586-306-8922

**Summary**

Working from my home office, I am on a flexible schedule and can accommodate a variety of projects.

**Experience**

* **Translator/Interpreter/Language Instructor**

Self-Employed

Jan 2005 - Present (17 years)

Document translation

Medical and legal/technical interpreting

Translating and proofreading German-English & English-German, basic Dutch-German/English, Plattdeutsch (low-German)-German/English
School transcripts, medical, technical and aviation documents, websites, government forms, novels, etc. Interpreting at legal depositions and for medical needs

Certified through U.S. Army Europe, Bremerhaven Personnel

Oﬀice Private and small group German lessons

* **Medical Translator VA Benefits Department U.S. Department of Veterans Aﬀairs**

Subcontractor/Self-employed

Dec 2019 - Present (2 years, 7 months)

T1 Background Investigation 7/28/2020 by VA-CABS

Translating of medical documents for the VA Benefits Department

* **Independent Consultant Thirty-One Gifts**

Jul 2012 – November 2021 (9 years, 4 months)

Direct sales of purses, totes, home organization and design with many personalization options

* **Publisher/Editor Macaroni Kid**

Sep 2014 - Jun 2015 (10 months)

Publishing of a weekly newsletter including local family-friendly events; advertising sales; communicating information through social media

* **Building Manager**

Redford Aldersgate UMC

Apr 2010 - Apr 2011 (1 year 1 month)

- Page 1 -

* **Call Center Agent/Coach - BA, DBA, QANTAS, BA USA Flyline Telesales & Services**

May 1996 - Jul 2000 (4 years 3 months)

Call center agent - British Airways Germany, Deutsche BA, QANTAS including Frequent Flyers & Special Services (initial team member at the creation of Flyline)

Coach for new staﬀ members - British Airways Belgium/Netherlands, British Airways USA

* **Dispatcher**

Koehler Forwarding, Bremen, Germany

Oct 1991 – Apr 1996 (4 years 6 months)

Dispatching car haulers around Germany to and from US Army posts and the Port of Bremerhaven; dispatching car haulers around Germany to and from various locations to various locations including seaports and clients.

* **Portcall Clerk**

US Army Europe - Lucius D. Clay Kaserne Sep 1990 - Sep 1991 (1 year 1 month)

Booked flights and issued tickets for US Army soldiers and their families.

**Education**

Hauswirtschaftliche Berufsfachschule Süd, 3-year vocational degree

1985 - 1988

Schulzentrum Butjadinger Strasse, High School Diploma

1979 - 1984

**Licenses & Certifications**

Translator Certification - Karl Schurz Kaserne, Bremerhaven, Germany, CPO, US Army Europe - US Army Europe

First Aid/CPR - American Red Cross

T1 Background Check - VA-CABS

Michigan Operator’s License, unrestricted

US Citizenship – Naturalization certificate issued on June 21, 2022

**Skills**

Proofreading • Translation • Microsoft Oﬀice • Microsoft Word • Microsoft Excel • Public Speaking • Customer Service • Editing • Public Relations • Event Management

- Page 2 -