

## PAMELA EVANS

145 TAHQUITZ ♦ CANYON PALM SPRINGS, CALIFORNIA 92262 ♦ 760-555-1212 ♦ PAMELAEVANS@AOL.COM

### **SKILLED, DYNAMIC, & AWARD-WINNING INTERPRETER...**

#### ***Promoting enhanced communication and understanding of cultural awareness***

*Renowned multilingual Business scholar with extensive professional and entrepreneurial expertise. Experienced in business management, foreign currency trading, and business translation in educational and business settings.*

*Awarded 2001 Student Leader for exceptional service in student government. Proud Recipient of 2001 Service Award for outstanding contributions to campus activities. Fluent in English, Spanish, and Portuguese. Technically proficient in MS Word, Excel, PowerPoint, as well as Visual Basic programming, HTML, and Web Design.*

### **Professional Experience**

**Translator, Independent Contractor**      Orange County, California      04/2000–Present

- Collaborated with 2 secretarial assistants to provide conversational based translation and mediation services to non-English speaking business owners and employees.
- Achieved Hispanic Business Community Recognition for effectively assisting immigrants with enhancing communication and promoting respect for language and rich cultural diversity.

**Foreign Currency Trader, Intern**      TTMXV, LLC, Santa Ana, California      12/2001–2/2002

- Managed \$50,000+ monthly in trades and investment, specializing in Euros, Dollars, and Yen transactions.
- Thoroughly investigated trends and issued market reports to facilitate strategic analysis.
- Increased profitability by exploiting Euro-to-Dollar exchange rate fluctuations by 20%.

**Founder/Business Manager**      Children's Learning Center, Fullerton, California      6/2000–8/2001

- Pioneered and operated innovative growth-focused educational institution with a staff of 20 employees.
- Contributed to building 30% revenue through direct student recruitment and cooperative local network.

**Assistant Business Manager/Spanish Tutor**      Premier Learning Academy, Irvine, California      12/1999–03/2000

- Assisted management and coached students for educational preparation for assignments and exams.
- Improved student enrollment by 25% through leveraging empowering marketing strategies.
- Won 'Employee of the Month Award' for exceeding goals and providing excellent tutoring services.

**Assistant Business Translator**      Seda Y Fibras, S.R.L., Hernandarias, Alto Parana, Paraguay      02/1997–12/1998

- Conducted English, Spanish, and Portuguese translations of business documents and one-to-one conversations for global textile reporter.
- Reputed for enhancing communication and increasing organizational efficiency by 30%.

### **Education & Professional Development**

**Business Administration**      California Community College, Irvine California      2002

★ GPA 3.90, President's List; Alpha Gamma Sigma; Phi Alpha Mu; Mu Alpha Theta ★  
Associated Board of Trustees Member (2001) ♦ Student Representative to Academic Senate (2001)  
Student Representative to Transfer Advisory Board (2001) ♦ Student Advisor to Business Club (2001)

