



## Adriana Juarez

*Throughout my career, I have held various positions in customer service and administration, which have helped me to become a professional at what I do. I am a highly creative thinker and social media enthusiast. I can manage technical and digital information. I focus on results, and I am a self-motivated currently going for my bachelor degree in digital communication to work in the marketing area or to become a copywriter.*

### Experience

November 2023 to June 2024

Global Talent

Freelancing Home base Medical Interpreter

- Facilitate communication between doctor and patient who do not speak the same language. .
- Sometimes I interpret other calls for Medical Insurance and Government Assistance programs, hotels, immigration and court hearings for workers compensations.
- Required to have very good short writing, listening, and attentive skills.

**Jan 2019 to Sept 2023**

Freelancing Home base Medical Interpreter at LSA (Language Line Associates)

- Facilitate communication between doctor and patient who do not speak the same language.
- Sometimes I interpret other calls for Medical Insurance and Government Assistance programs, hotels, immigration and court hearings for workers compensations.



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- Required to have very good short writing, listening, and attentive skills.

#### **January 2017 to Jun 2017**

Interpreter position at Datamark

- Facilitate communication between doctor and patient who do not speak the same language.
- Sometimes I interpret other calls for Medical Insurance and Government Assistance programs and hotel reservations.
- Required to have very good short writing, listening, and attentive skills.

#### **December 2014 to Oct 2016**

Jr Buyer at Seisa Medical S. A de C.V. Juarez Chih., Mx.

- Order daily material for production required, based on the forecast.
- Use of Sap System to monitor the delivery of material and inventory.
- Spoke daily to American and Mexican vendors and suppliers in regards to raw material through email and telephone.
- Negotiation skills to get the best prices for the raw material that was needed for production.
- Cover weekly meetings with management to discuss on-time delivery of raw material and to meet deadlines for production and exportation.
- Developed my own system to monitor closely my materials and make sure they were delivered on time.

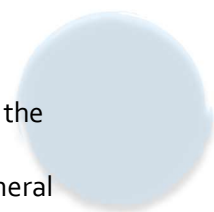

#### **November 2010 -October 2014**

Collections/Customer Service for Genpact EDM S de R.L de C.V. Juarez Chih., Mx.

Collections department on car loans, mortgages, prepaid cards, and credit cards. Help customers check their acct status. Collect for past due payments. Give customer orientation and advice on how to cure past-due accounts. Calm angry callers, repair trust and locate resources for problem resolution.

#### **November 2007 -October 2009**

Administrative assistant and Receptionist for ASP LIGHTING PRODUCTOS DE MEXICO Juarez Chih., Mx.

- Organize meetings and prepare production reports for the departments involved in the meetings.
  - Make traveling arrangements and set expenses for General Managers.
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- Edit and proofread letters and memorandums sent to other departments.
- Do some MRP or MRO purchases depending on the needs of the company.
- Worked alongside shipping, production, inventory, accounting, and reception to deliver finished products on time.

#### **Education**

- Utel Online University 2022
- Digital Communications
- Graduand

#### **Other Skills:**

100% Bilingual -Typewriting 37-40 w/m -Microsoft Office (Excel, PowerPoint, Word Perfect, and Outlook) -Run Office Equipment - Organized -Proactive -Self Manage -Quick Learner – Hardworking Translations In different areas for several companies.

