

MIRYAM E. RUVALCABA

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PROFESSIONAL SUMMARY

Bilingual (Spanish/English) **Certified Medical Interpreter** (CCHI-TM) and independent translator with experience serving LEP individuals in immigration, housing, civil law, social services, and healthcare. Skilled in facilitating communication across diverse cultures and ensuring equitable access to services. Strong background in client service and community collaboration.

EXPERIENCE

Independent Interpreter

Apr 2023 – Present

DO-Language, Interpretation & Translation Services

- Facilitate communication between LEP patients and healthcare providers to ensure access to quality care.
- Interpret at community assemblies and support cross-cultural collaboration in Baja California, Mexico.
- Provide pro bono translation services for nonprofit organizations, including legal and organizational documents.

Social Service Coordinator

Jul 2016 – Aug 2018

Retirement Housing Foundation (RHF)

- Promoted collaboration between residents and government/health agencies to support resident's quality of life through health clinics.
- Mentored students through scholarship applications, securing up to \$5,000 for higher education.
- Promoted ESL participation and initiated "Project HANDS," a community engagement program for seniors in Culver City, California.

Assistant Manager

Aug 2014 – Jul 2016

Retirement Housing Foundation

- Improved HUD-compliance processes through interpretation support, increasing resident participation and satisfaction.
- Organized fundraising events to support community social projects.
- Participation in the administration of the building structure for senior housing.

Paralegal Assistant

Jun 1996 – Jun 1999

Lulu's Professional Services

- Processed interviews and clerical procedures for civil, bankruptcy, and immigration cases.
- Translation of legal documents required by Civil Law Court, Bankruptcy Court, and Immigration Court.

SKILLS

Spanish & English Proficiency | Medical Interpretation | Consecutive & Simultaneous Interpretation | Sight Translation | Translation | Social Service Coordination | Public Relations | Attention to Detail | Research | Computer Skills | Cultural Awareness| Computer skills

EDUCATION

Medical Interpreter Certificate 60 Hours

Americans Against Language Barriers

Mar 2023

HIPAA Training Certificate,

HIPAAtraining.com

Mar 2023

B.S. Degree Social Science and Law

University of California, Riverside

Jun 2010

A.A Language Art & Communications

Mount San Antonio College, Walnut

Jun 2008

A.A Natural Science and Mathematics

Mount San Antonio College, Walnut

Jun 2008

A.A Sociology and Behavioral Sciences

Mount San Antonio College, Walnut

Jun 2008

VOLUNTEER WORK

- Foundation Chair – Rotary Club Rosarito, La Mision, A.C. *Jun 2023 – Jun 2024*
- Education Committee Chair – Rotary Club Rosarito, La Mision, A.C. *Jun 2022 – Dec 2023*
- President of Rotary Club Rosarito, La Mision, A.C. *Jun 2021 – Jun 2022*
- Interpreter/Translator and Transcriptionist of empirical data obtained during the Environmental Justice Project - Center for Community Action and Environmental Justice (CCA EJ) & University of California, Riverside. *Jun 2010*

MEMBERSHIPS

- American Translators Association – (ATA) *Aug – 2023*
- National Council on Interpreting in Health Care (NCIHC) *Aug – 2023*
- Certification Commission of Healthcare Interpreters (CCHI) *Aug - 2023*

CERTIFICATION

Certification Commission of Healthcare Interpreters (CCHI)

- Certified Healthcare Interpreter – TM #024101 (CCHI) *Jul – 2024*