

EMILY TAFUR • www.emilytafur.com

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(865) 438-8603

Education

- New York Institute of Technology – Old Westbury, NY – MA in Communication Arts
4.0 GPA - Anticipated graduation May 2020
- Long Island University – Brookville, NY - BFA in Musical Theatre
Graduated: May 2015 Summa Cum Laude 3.98 GPA
- Colegio Colombo Británico, International Baccalaureate World School - Cali, Colombia – Graduated 2011

Key Skills and Competencies

- Integrity, loyalty, punctuality, enthusiasm, dependability, problem solving, leadership, creativity.
- Communication skills – oral presentation, writing, audio/video production (recording, hosting, editing).
- Native level bi-lingual (English/Spanish) oral and written skills.
- Microsoft Office (Word, Excel, Power point), Donor Perfect Software experience, Adobe CC (Premiere Pro, Photoshop, Illustrator, Audition, basic Dreamweaver)

*Extensive Theater, TV, Voice Over and film experience (see website for artistic resume).

Experience

- **Vinepair:** Podcast Intern. Manhattan, NY. Co-producing and conceptualizing new podcast 'Industry Night', transcription, Adobe audition editing, podcast set up, talent outreach, podcast transcribing.
Spring 2020 - Ongoing
- **NY State Unified Court System:** Per Diem Spanish Interpreter (Court Certified) - Experience in Supreme, Family, Criminal and Civil courts, Suffolk and Nassau Counties, NY – May 2018 – Ongoing
- **SOSI Immigration Court Interpreter:** Contract Interpreter for Immigration court, certified by DOJ-EOIR through SOSI International and Southern California School of Interpreting in September 2019, work in Immigration court at Federal Plaza, Manhattan, NY – September 2019 - Ongoing
- **Freelance Spanish Interpreter** Spanish interpreter for language agencies, attorney's offices, Suffolk County District Attorney, etc. - Long Island, NY – May 2018 – Ongoing
- **Globesville: Producer, writer, host, editor for ACES and NYIT International**
Long Island, NY - *ACES: Talkshow about women's issues* (Fall 2018 – Available on YouTube) and *NYIT International* – Podcast (Fall 2019 – ongoing. Available on Apple Podcasts & Spotify)
- **Benenaula Construction LLC:** Administrative Assistant
Sag Harbor, NY - 2013 to Present
- **Farm of the Child – Non-Profit Organization:** Missionary/Translation & Interpreting
Trujillo, Honduras - January 2017
- **Shine NYC & Hamptons Summer Camp:** Head teacher
East Hampton, NY - July – August 2016 & 2017
NYC - Pop-up classes and Events: Head Teacher (Spanish & Arts) - August 2016 to Present
- **Citibabes:** Assistant Preschool Teacher, Spanish and Drama Enrichment teacher
SoHo, NYC – September 2015 – May 2016
- **Bay Street Theater:** Development intern - focus on marketing, fundraising and patron/artist hospitality
Sag Harbor, NY – Summer 2014
- **Tilles Center for the Performing Arts:** Backstage crew/stagehand - Lighting/set design and crew
Brookville, NY - 2012 – 2015
- **Little Theatre, Post Theatre Company:** Production Assistant - theatre lighting/set design and crew
Brookville, NY - 2012 - 2013
- **Foreign Language Academy:** Spanish Teacher
Knoxville, TN – Summer 2012
- **Soñar Despierto Cali:** Coordinator - youth organization for impoverished children
Cali, Colombia - 2010 – 2011
- **Hands Across the Americas Medical Mission:** Interpreter/Translator
Cali, Colombia - 2010

Honors & Certifications

Recipient of John J. Theobald Graduate Achievement Award in Communication Arts NYIT May 2020

Completed Court Interpreter Training Institute at the National Center for Interpreters in the University of Arizona (June and July 2019)

New York State Court Certified Interpreter (March 2018)

Southern California School Of Interpreting Immigration Court Interpreter Training (May 2019)

DOJ-EOIR Immigration Court Interpreter Certification (September 2019)

Honors Program at Long Island University - Recipient of the LIU University Scholars Award for Academic excellence – 3.98 GPA

Recipient of International Baccalaureate Diploma with emphasis on Economics, Chemistry and English.