‍‍Angel L. Pérez Rosado

PO BOX 608, Boquerón, PR 00622 | 1-787-547-6404 | alprtranslationservices@gmail.com

Objective

* I am a Freelance Translator searching for opportunities to contribute my skills and experiences to the service, benefit and success of those persons or entities that decide to hire a candidate that has a lot to offer from day one and won’t disappoint.

Education

ComPtia A+ Basic Certification in Computer Repairs| 2005 | PASSWORD Training College

* Major: Computer Repairs
* Minor: Computer and Networking Troubleshooting
* Related coursework: Understanding of technical and procedural terminology.

Associate of Science, Computer Science and Information technologies | 1996 | icpr jr. college

* Major: Computer Sciences and Programming
* Minor: Information Technologies (IT) / Office Administration
* Related coursework: Understanding all technical aspects but also minored in Office Administration.

Skills & Abilities

Translating

* Working for a worker’s compensation administrative court, I understand and work well with legal and medical terminology. I studied computer hardware and software so I understand technical and procedural terminology. I have been the regional director’s assistant and have been able handle all operations of our agency for the last 20 years so I know about operational and management terminology as well.

Communication

* I have been part of various teams from multilevel businesses where I would handle the presentation of products and services to the public. I have experience in public speaking at church, community and work areas.

Leadership & management

* I am a former military group leader, a deacon in my church and am involved in various community groups. I am also the Senior Administrative Assistant to the Regional Director and Court Judge where I work for the government. In this agency I am also a Court Marshall and help in the process of public hearings.

Experience

Senior Administrative Official | Industrial Commission of Puerto Rico | 2009 - Present

* I assist the Regional Director and Administrative Judge of the agency I work for in all aspects of management and operations.

Administrative Court Marshall | INDUSTRIAL COMMISSION OF PUERTO RICO | 1997 - Present

* In charged of court security, public hearings, record keeping prior, during and after hearings, responsible for handling all witness and evidence requirements of the court.

Equipment Records And Parts Specialist | US ARMY | 1990 - 1992

* In charged of all Vehicle, Oil Recycling Program, direct and support level maintenance permits, records and parts inventory.