May 16th, 2014.

To whom it may concern,

I am looking forward to be part of a winning team that matches my interests in the field of Translation in the areas of Logistics, Accounting, Military or Project / Program management, as my background experience and education are diverse.

As a native U.S. citizen, I was raised in Caracas, Venezuela where I spent my high school and part of college education there. I moved back to the U.S. where I joined the U.S. Marine Corps. My experience in both languages is very comparable as I spent close to the same time in both countries, and had the opportunity of attending Universities in both. As a U.S. Marine, for over 20 years, I had the opportunity of leading Marines in the fields of Supply Chain Administration, Logistics, Recruiting, and Training and Curricula development in English and Spanish. I have served as the Chief, Operations, and Supply Officer of military units, ranging from small stations of 100 Marines, to whole military installations of over 5,000 Marines, supporting them in areas of finance, accountability, compliance and audit, travel, transportation, personal property, tactical equipment, supplies, contract management and more. Serving, while in the United States Marine Corps, provided me with the opportunity of managing and chaos-proof lead, through increased responsibilities, successful teams.

 You will see that my attached résumé provides further in-depth background in different fields for translation. For further information please do not hesitate to contact me.

Sincerely,

Leopoldo Nunez.

LEOPOLDO A. NUNEZ

Phone: +52 (442) 215-1559 / +1 (951) 888-9547 E-mail: Leopoldo.A.Nunez@gmail.com

**OBJECTIVE** SeniorTranslator

**SUMMARY** Subject matter expert in the area of supply, finance, and logistics, with over 20 years of proven experience in the U.S. Marine Corps. Extensive knowledge in property accountability, personnel, assets and financial management, continuous process improvement, and operations of different magnitude, complexity and goals. Excellent communicator, fluent in Spanish, orally and writing. Thrives in high stress environments. Active U.S. Secret security clearance (Updated in 2007). Strengths include:

* **Leadership**
* **Management Skills**
* **Process Improvement**
* **Team Building**
* **Problem solving**
* **Goal Oriented**

**ACCOMPLISHMENTS**

LeadershipLead a pool of 92 future Marines to success as a Marine recruiter, by applying leadership traits and principles that prepared them for the rigors of Recruit Training. Through careful planning, team knowledge, and precise mission assignments, I commanded, coordinated, and participated in, over 25 successful convoys, in support of command visits, security details, humanitarian aid, and re-supply, within a hostile environment.

Management Skills Responsible for supervising the management of Marine Corps Controlled assets accountability records, while managing the establishment of long avoided supply systems due to their complexity. Improved processes in asset accountability achieving 100% visibility at higher headquarters.

ProcessAfter analyzing and identifying waste and redundancy in command’s

Improvement supply procedures, Lean, Six Sigma, and Theories of Constraints principles were applied improving management processes and enabling the command to save time, resources, and manpower.

Team BuildingPersonally responsible for leading, training, motivating and evaluating a Division of 25 Marines, in 5 separate sections, with over 6 different military occupational specialties, while maintaining operational oversight of civilian personnel and fostering a cooperative working environment within the section.

Problem solvingDirectly supported and established new accounting and managing procedures of military assets, and ensured 100% accountability and seamless transition during a time when accountability was lost due to high-tempo operations in Afghanistan during Operation Enduring Freedom.

Goal OrientedAchieved 98% compliance in a major Headquarters Marine Corps inspection through strict planning, training, and evaluation of operational results of a neglected command supply account.

LEOPOLDO A. NUNEZ

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**WORK HISTORY**

SELF EMPLOYED 2011 – PRESENT

 **English Teacher/Adviser/Summer Camp Instructor January 2012 – Present**

 **CALEGA School, Quail Valley, CA / Toluca, México**

Teach and guide students of different ages on a wide range of classes and summer activities.English adviser for businesses, educators, and executives, in areas of presentations/lectures, dissertations, publications, translations, job interviews and more.

 **Business Consultant July - December 2011**

 **APLAN Consulting Group, Quail Valley, CA**

 Founded and managed, in association with a partner, a business consulting firm focused in helping start-up businesses, improving performance and implementing change in businesses.

UNITED STATES MARINE CORPS 1990 – 2011

**Supply Officer 2009 – July 2011**

**Headquarters and Support Battalion, Camp Pendleton, CA**

Principal technical advisor to the Battalion Commander in areas of long range planning, operations analysis, and budget management. Directly responsible of the command’s property account, valued at $6 million, while controlling and managing its sub-custody process in support of over 80 responsible officers base-wide.

**Chief of Logistic Support Division / Supply Operations 2006 – 2009 Marine Corps Logistics Base, Albany, GA**

Supervised and managed the Base Property Control Branch, to include controlled assets record maintenance (valued at $60 million), supply operations, and administration oversight of 8 civilian personnel and 9 Marines within the branch.

**Supply Chief, Inspector and Instructor Staff 2003 - 2006**

**March Air Reserve Base, Moreno Valley, CA**

Managed and coordinated training logistic aspects for over 100 Marines in addition to accountability and maintenance of equipment valued at $30 million.

**Chief of Logistics 2000 - 2003**

**Marine Corps Recruit Depot, San Diego, CA**

Supervised management of yearly fiscal plan, coordinated major infrastructure upgrades in the area of furnishings, safety controls, data communications, and security, for six recruit barracks and sleeping quarters. Managed acquisition and distribution of supplies for three Recruit Training Battalions.

**Previous work experience includes:** Recruitment of the best qualified applicant into the Marine Corps, according to the prescribed objectives, goals, and standards, through the application of effective canvassing, screening, and selling methods, within an assigned geographical area. Administration of supplies in support of equipment maintenance, and the fiscal management of $1.4 million budget for a unit of +1,500 Marines.

**EDUCATION**

Master in Business Administration - Project Management. American Intercontinental University (2009).

 Bachelor in Business Administration - Accounting and Finance. American Intercontinental University (2006).