

Monica Bosque

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Professional Profile

Interpreter/Translator with more than 20 years of experience. Area of expertise side by side translation.

International conference speaker

Court reporter

Ordained Minister and Experienced Counselor with strong leadership and relationship-building skills.

Writer - Editor - Researcher

Spanish Teacher to Elementary and High School students.

Spanish Tutor to students and individuals needing help in Spanish language.

Sensitive work well with others

Core Qualifications

- Excel in side by side Interpreting
- Strong verbal communication
- Issue resolution
- Outstanding interpersonal skills
- Quick learner
- Proven leadership abilities
- Computer proficient
- Process implementation

Work Experience

St Luke's Episcopal

January 2009 to Current

Rev Deacon

Jacksonville, FL

Provide emotional and spiritual care to individuals and families.

Provide counseling to individuals and families during times of stress, suffering and loss.

Visit the sick, elderly and needy in hospital and nursing homes.

Assist bishops and priests in mass and administration of sacraments.

Teach and instruct through classes, workshops, seminars and conferences.

Social Security Administration

March 2002 to Current

Court Interpreter/Translator

Jacksonville, FL

Provide interpretation/translation in Social Security hearings for Spanish speaking individuals

Translate legal documents, letters, information and data pertaining to hearing.

Self-Employed

January 1987 to Current

Free Lance Writer

Jacksonville, FL

Write manuscript for books.

Write songs, poems and inspirational writings.

Write materials for developing curriculum.

Self-Employed

January 1987 to Current

Freelance Interpreter/Translator

Jacksonville, FL

Provided interpreting/translation services for individuals, vendors and participants in international

conferences, workshops and seminars
Provided side by side translation to international speakers
Provided translation/interpreting services for government agencies, companies, businesses, medical providers, counseling , educational and religious institutions.
Translated materials and manuals for individuals, companies, businesses and agencies.

Social Security Administration March 2002 to Current

Court Reporter

Jacksonville, FL

Record and type all testimonies and pertinent information and data during hearing.

Responsible for claimant and attorney having correct file to review before and bring them back to hearing room for hearing.

Responsible for hearing room to be ready for hearing

Responsible to make all phone calls to Medical Experts and Vocational Experts that will testify via phone in telephonic hearing.

After hearing fill out correct forms and place them in correct files.

Orange Park Christian School/University Christian School August 2000 to June 2004

Spanish Teacher

Jacksonville, FL

Taught Spanish to Elementary and High School students.

The Father's House International April 1987 to January 1999

Ordained Minister/Counselor

Jacksonville, FL

Directed and was overseer over pastoral, counseling and women's ministry.

Trained, supervised and evaluated individuals under my area of supervision.

Directed and supervised multicultural congregation.

Managed, coordinated volunteers for citywide conferences and projects.

Successfully implemented new ideas and projects.

Planned, coordinated and hosted local and international conferences, seminars and workshops.

Served as a public speaker in local and international conferences, seminars and workshops.

Served as a board member in different ministry and organizations

Served in different organizational and coordinating committees for citywide projects and events

Education

Luther Rice Seminary & University 1990

Religious Studies/Counseling

Bachelor of Arts in Religious/Biblical Studies/Minor in Counseling

Lithonia, Georgia, United States

Florida Community College 1981

General Education

Jacksonville, FL, United States

Sandalwood High School 1979

General Education

High School Diploma

Jacksonville, FL, United States

Professional Affiliations

Member of Episcopal Diocese of Florida.

Member of governing board for Jacksonville, FL International House of Prayer.

Member of TranslationDirectory

Keywords

Domestic and International experience.

Government contract

Project manager

Team player