

Resumé



QUALIFICATIONS

Paralegal, Certified Health Care Interpreter, Certified Translator Professional, Criminal Justice Specialist, Physical Therapist and Massage Therapist both Licensed in Germany, Certified Signing Agent and Notary Public.

Management, Administration, Immigration Support, Translator/Interpreter, Teleconferencing, Insurance Case Management/Coordinator, Insurance/Patients Collections, Claims Analyst, Team Leader, Electronic Billing, Accounts Payable/Receivable, PAR, Medical Assistant, Data Entry and more. Knowledgeable in Medicare, Medicaid and HIPPA.

Independent, Well Organized, Detail Oriented and Very Responsible. Other areas of strength include Accuracy, Deadlines and Motivation.

EDUCATIONAL BACKGROUND

- **2013** Walden Institute- USCI- Criminal Justice Specialist
CCHI - Certified HealthCare Interpreter- SP/EN
- **2012** Global Translation Institute - Certified Translator Professional
- **2011** CCHI- Associate Healthcare Interpreter
- **2008** PTSL Degree – University of Lisbon – Languages
Associate's Degree - U.S. Career Institute – Paralegal
- **2005** Associate's Degree – U.S. Career Institute – Medical Claims & Billing
- **1983** Bachelor's Degree - Medicinal Chiropody Course.
Bachelor's Degree – Physical Therapist & Medicinal Balneotherapist
- **1982** Final High School Examination.
Final Examination in the University Proficiency Course
Goethe Institute – German Middle School
- **1979** Goethe Institute – German Elementary School
- **1972** Intermediate School Certificate.

PROFESSIONAL TRAINING EXPERIENCE

- **2012** NLSC – Federal Language Consultant
CTP, Global Translator Institute – Certified Translator
Professional FCICE – University of Arizona
- **2011** Inside the Courts - Ninth Judicial Court in Orlando, FL
Certified Healthcare Interpreter (CCHI - Spanish) Washington DC
AHI Examination (Portuguese Language)
Windows 7
- **2010** Immigration Terminology Seminar (Inter American Campus) Miami-Dade College
Simultaneous Interpretation Training (ATIF) International University, Miami, FL
Judiciary Interpreters & Translators Examination (NAJIT) Orlando, FL
Federal Court Interpreters & Translators Examination - Orlando, FL
MS Office 2010

- **2008** Medical Interpreter Competency Exam (Spanish/English) University of Arizona
Trusted Enrollment Agent (SAIC TEA) National Notary Association
Trusted Enrollment Agent (EXOSTAR TEA) National Notary Association
Training and exam for Court Interpreters (Portuguese Language) Orlando, FL
Int'l Translation Conference on Health Services Nova University Lisbon, Portugal
- **2007** Immigration Terminology Seminar (Inter American Campus) Miami-Dade College
CAPLE (Center of Assessment of Portuguese as Foreign Language)
DUPLÉ (University Diploma for Portuguese Language Examination)
- **2006** UniversalClass.com - Immigration Consultant 101
Training and exam for Court Interpreters in the Spanish Language (DOJ Cleared)
- **2004** Management skills for Managers at Rockhurst University
Notary Public
Certified Signing Agent
Cleared by Signix, Lexis Nexis for work
- **2003** Healthcare Management at Ashworth College, CA
HIPPA Employment Training
Differential Diagnosis (Cross Country University, TN):
Assessment & Treatment of Compression Neuropathies of the Upper Extremity
Pulmonary Rehabilitation & Documentation CORF'S
Evaluation of Pelvic Muscle Dysfunction and Urinary Incontinence
Vestibular Rehabilitation Course
- **2002** Impath Laboratories (Oncology Lab):
Flow Cytometry, Bone Marrow Morphology, DNA Analysis and Molecular Count
American Society for Clinical Pathology:
Masquerades of Malignancy & The Spindle Cell Dilemma
Billing systems: PITOS, Eclipse
- **1999** HAI System (Health Automation Inc.) Home Infusion System
Vax System (Home Infusion)
- **1998** ECS/MESTA
- **1997** Medix Program for Medical Offices (support files, release of documentation within 24 hours of receipt, review new/updated CMFD, clearance of all not verified error message on the (PER) report, released the A/R report, daily entries, electronic and paper claims and patient statements, practice & office management reports, insurance claims, collection manger and tables & codes)
- **1993** Lotus 123 & Dosshell

EXPERIENCE

- **July 2003 - Present** **Owner/CEO** ***MLTMS, Inc.*** **Cocoa, FL**
Paralegal Services – Divorce, Bankruptcy, POAs and more.
Immigration Support – Permanent Residence, Worker's Permit and Visas.
Translations/Interpretations – Covering a wide variety of Languages while handling many different types of documentation. I also offer on-site Legal and Medical Interpretations as well as Teleconferencing.

Notary – BOS, SBO, Promissory Notes, Affidavits, Apostilles, Loan/ Refinance Signings and Weddings.
- **Oct 2006 – Jan 2008** **Security** ***Maxwell C. King Center*** **Melbourne, FL**
Coordinated efforts between Security members and BCC Officers. Protected the Performers and their privacy. Upheld the integrity of The Center. Assisted with Public Relations while interacting with patrons and performers.
- **Jan 2004 – Sept 2004** **Lead Interpreter/Translator** ***Stops, Inc.*** **Titusville, FL**
Director on call, Department Manager, QC as well as Scheduling & Training.
Also provided Teleconferencing and Translations services.

- Jan 2003 – July 2003 Clinical Administrator *Assistant Renew Therapy Centers* Central, FL**
 Office Manger – Physical Therapist Supervisor, QA, Insurance Case Management, Monthly & Quarterly Reports, Marketing, Referrals, and Coding
 Human Resources – Evaluations, Interdisciplinary Actions, Credentialing and Insurance Coordination
 Marketing – Patient Advocate and Doctor’s Contact
- Sept 2002 – Jan 2003 Admissions/Marketing Director *Pope John Paul II Pavilion* NJ**
 Administrator on call, Management, QA, MDS, UR, Insurance Case Management, Monthly & Quarterly Reports, Admissions, Public Relations, Credentialing, Coding, Patient Advocate, Translations and Medical Records.
- Oct 2001 – Sept 2002 Billing Supervisor & Team Leader *Impath Labs, Inc.* NY**
 Review monthly aging and reconciliation analyst, Medicare, Medicaid (Medi-Cal), Appeals, Government and Commercial, Coding, Claims Analyst, Hard Collections, PAR, Case Management, and Authorizations.

PROFESSIONAL / INTERNATIONAL AFFILIATIONS

- United States of America**

- 2011 to Present – Cyracom International**

Interpreter for languages Portuguese, PT Creole, Spanish and German

- 2009 to Present – Valuepoint Knowledgeworks Pvt. Ltd.**

Translator, Editor, Proofreader, in Portuguese, English and Italian

- 2009 to Present – M.I.C. Industries in Washington D.C.**

Interpreter/Translator on Military and Legal affairs in Portuguese, French and Spanish. Serving the Department of Defense, Foreign Ambassadors and Ministers as well as of Public Dignitaries. (Most for Countries located in South America and Africa)

- 2007 to Present – US District Middle District Court, of Florida**

Criminal Court Interpreter for the German Language. Interpreter for the Portuguese Language. Interpreter of Portuguese, German and Spanish for the Seminole County Jail in Sanford, FL.

- 2005 to Present – US Bankruptcy Court, Middle District of Florida**

Portuguese and Spanish Interpreter

- 2004 to Present – Viera Civil Court, Eighteenth District**

Portuguese and Spanish Interpreter for Civil, Family, Criminal and Traffic. Translate documentation used in Court from English to Portuguese

- 2004 to Present – Worker’s Compensation Court in Orlando and Melbourne, FL**

Portuguese and Spanish Interpreter for Mediations, Final Hearings as well as Translation of respective documentation.

- 2003 to Present**

Regularly work with Law Firms, Independent Attorneys and Law Enforcement in Central Florida as a Portuguese and Spanish Interpreter on a wide variety of subject matters.

- 2007 to 2013 – Transperfect, Inc.**

Portuguese/Spanish Interpreter on all subjects. Translator for Portuguese/German Legal Documents.

- 2011 - 2012 - TekTrans**

Translator, Editor, Proofreader, in Portuguese, French, German and Spanish

- 2010 - 2012 - The Christian Post**

Freelance EN-PT Translator for the Daily Newspaper Articles Miami Dade College, InterAmerican Campus. Translation of Immigration Terminology for Interpreters/Translators from English to Portuguese

- 2007 to 2012 – Quantum, Inc.**

Spanish, Italian, Portuguese, French and German Interpreter on all subjects. Especially, legal matters for Courts and Law Enforcement in Philadelphia, PA and Newark, NJ

- 2007 to 2011 – Pacific Interpreters, Inc.**

International Portuguese Interpreter on all subjects. Nationwide Interpretation for ICE Detention Facilities.

- **Germany**

1986

Mobilizing and Stabilizing Exercises for the Lumbar Spine
Orthopedic Medicine, Ciriex Method Complex movements of Limbs with specialized Muscle
Treatment (Stretching and Relaxation).

1981 to 1986 – Viernheimer Krankenhaus, Essex County

Worked as a Polyglot Physical Therapist. Also studied the German Language at Goethe Institute
and Volkshochschule.

- **Portugal**

1985 – João Gomes Teixeira, P.A.

Worked as an International Assistant, also doing all legal document translations. Immigration
matters for Offshore and Clients Legalization

1980 – Goethe Institute

Worked for the German Embassy in Lisbon, Portugal while taking an intensive course of German
as a foreign language.

1979 to 1981 – NATO / German Air Force

Simultaneous translation between Military and Civilian Staff on a daily basis for Medical, Legal
as well as all other matters.

1979 – International College in Portimão, Algarve, Portugal

Worked as Teacher for Portuguese in Foreign Language

PROFESSIONAL ORGANIZATIONS

Accredited Business Owner (BBB)

American Translators Association (ATA)

Association of Translators & Interpreters of Florida (ATIF)

Alliance of Claims Assistance Professionals (ACAP)

American Physical Therapy Association (APA)

Beeliners Group (BNI)

Cocoa Beach Chamber of Commerce (CBCC)

Central Florida Paralegal Association, Inc. (CFPA)

Freelancers Union

International Medical Interpreters Association (IMIA)

National Association of Freelance Legal Professionals (NAFLP)

National Association of Judiciary Interpreters and Translators (NAJIT)

National Council of Interpreting in Health Care (NCIHC)

National Federation of Paralegal Association, Inc. (NFPA)

Metroplex Interpreters & Translators Association (MITA)

National Notary Association (NNA)

Office of Supplier Diversity (OSD) Women Minority Business Certified

Paralegal Association of Florida, Inc. (PAF)

U.S. Women's Chamber of Commerce (USWCC)

LANGUAGES

Fluent in Portuguese, Spanish, German, French, Italian and English
Read and write in all listed languages including Portuguese Creole.

Optimal Translation Programs

Alchemy Publisher, Altova XML Authentic, Babylon, Catalyst, Dejavu, Enlaso, Lion Bridge, Lingua & Machina
– Similis, SDL Passolo, Trados Studio 2011, Wordfast, Whitesmoke and Fluency.

REWARDS

The Commonwealth Institute - South Florida

Top Women-Led Business in Florida 2012 (7th Place)

National Association of Professional Women

Woman of the Year 2013 -2014

LICENSES, CERTIFICATIONS & LETTERS OF RECOMMENDATION

Available upon request

