

Independent, professional Tagalog Interpreter and Translator available for interpreting or translation assignments. Has translating and interpreting experience, since 2001, in Legal, Criminology, Healthcare, Engineering, Education, Public Policy fields, and Localization. Has experience in Creative Writing, Training, Business Development, Finance, Marketing, Sales, and Information Technology.

EDUCATION/CERTIFICATION

MBA, New York University, Stern School of Business; New York, NY
BS Electrical Engineering, Mapúa Institute of Technology; Manila, Philippines

Member: American Translators Association, since 2005
The Northern California Translators Association , since 2007
Passed: Written Examination for California Certification for Tagalog Interpreting
National Futures Association Series 3 Examination
Health & Life Insurance Producer, New Jersey

PROFESSIONAL EXPERIENCE

Interpreting and Translating:

Priority security clearance by Department of Homeland Security, March 2007, for interpreting and translating.

- Interpreting:
 - Simultaneous interpreting and moderating for marketing focus-groups for different clients. Currently involved in focus-groups for Census 2010.
 - Superior Court, Juvenile Court, and private attorneys, in court and depositions in California: LA, Orange, San Bernardino, Riverside and San Diego counties.
 - Insurance / Workmen's Compensation hearings and evaluations.
 - US Attorneys, Law-enforcement agents, Federal Courts and private attorneys, in Vessel Environmental cases, e.g., MV Evergreen, Magellan Phoenix, Irene, Sun New, SportsQueen.
 - NJ Attorney General, State District Attorneys and Law-enforcement agents, for the Joint Federal and New Jersey Anti-Terrorism Task Force.
 - State District Attorneys, Law-enforcement agents and private attorneys, in court and depositions in New Jersey: Essex County.
 - Physicians, dentists, nurses and healthcare agents for patients globally, at clinics / hospitals and via telephone.
 - Variety of clients via telephone.
- Translating: Uses WordFast and TraDos translating software.
 - Managing in-house team of part-time Translators -- who are professionals in Legal, Business, Finance, *etc* – for various languages.
 - Developing and translating training materials for U.S. Army 09L training of interpreters. Involved learning Interagency Language Roundtable (ILR) Proficiency.
 - Managed two large translation project -- word counts of over 30,000 and 40,000. One was for a major global firm, employing multiple translation teams globally, using Trados, involving Word, Excel and Adobe Illustrator files. I wrote the Style Guide for Filipino, and, functioned as the Quality Assurance editor, with final approval responsibility.
 - Edited captioning of DVD movies for major U.S. entertainment firm.
 - Transcribed and translated audio-visual evidence for local investigations in cooperation with the Department of National Security.
 - Translated and recorded the FBI's Ten-Finger Guide, instructions process for their global fingerprint electronic database; for distribution to Law Enforcement in the Philippines.

- Information flyers and posters, for labor negotiations, some with 24-hour turnaround, and, for election of officers and trustees, in various states.
- Auto-Leasing legal documents for a major manufacturer, for use in California.
- Legal notices, agreements, and, documents, e.g., notices for Class Suit; Ante-Nuptial Agreement.
- Forms, Notices, Emergency Instructions, for the State of California.
- Brochures / letters, survey forms and/or web-pages, e.g., for Pharmaceutical, Management Research, and Publishing fields.
- Interactive Voice Recognition System and Web-based Drug Research Studies, for Pharmaceuticals.
- Marketing collaterals, posters and forms, for commercial, educational and private organizations.
- School transcripts, certificates and diplomas.

Communications and Training

- Taught night courses for: English as a Second Language in Adult School and church; Finance courses for the Center for Financial Training (CFT); and, SAT Review for The Princeton Review. Developed syllabi and lectures for courses for CFT, and for Adult School course of Basic Accounting for Non-Finance Staff.
- Helped develop Marketing collaterals: proposals, presentations, mailers, brochures and business cards.
- Created User Manuals/Guides and Technical Documentation for various computer applications, and conducted training of primary users and their managers.
- Developed Course Curriculum, Syllabi and Workbooks for Management and IT Training Seminars of Management Consulting firm; and taught courses in Communications and IT.

Finance and Accounting

- Assisted in managing departmental budget of \$3 Million, for staffing, administration, planning and programming of transportation projects, using FMS II Enterprise Resource Planning modules.
- Performed Finance and Accounting functions for clients: helped developed Chart of Accounts; Management Reporting and Budget Tracking; developing annual budgets; reviewing key financial ratios for management decision; writing Business Plans and Pro-Forma Financial Statements for re-capitalization and for proposals.
- Developed integrated data-bases from multi-currency portfolio accounting, performance attribution and research data services, for decision-support analysis and publishing, for Investments.
- Installed Accounting systems for small businesses, trained user and provide operations support.

Business Development and Marketing

- Prospected for U.S. Federal construction projects in Middle East and Afghanistan.
- Implemented national Marketing campaign for Field Service Management package and services, for mid-size Software developer.
- Acquired client-base of small, medium and Fortune 100 firms, for independent Management and IT Consulting.
- Performed Operations Analysis and recommended Marketing programs, for small/mid-size Medical Offices.

Management and Administration

- Assisted in Project Planning, Budgeting, and Management of over \$40 Million annually, for infrastructure construction and maintenance, and, traffic control and monitoring systems (Intelligent Transportation Systems).
- Managed successful independent Consulting Practice.
- One of five officers who successfully turned-around a Distribution firm with annual sales of around \$2Million.

Information Systems

- o Analyzed business needs and developed proposal for data-base and web-access tools to support Project Planning, Budget, and Management of infrastructure construction and maintenance, and, traffic control and monitoring ITS. Used Software through Pictures / Object Modeling technique,
- o Performed Information Technology functions for clients: evaluate needs, design and implement systems, develop or customize applications and train Users; Business Technology Review; Business Technology Forecast, and IT Budgeting.
- o Established secure computer, network and telecommunications systems, using Windows, Macintosh and UNIX stations.

EMPLOYMENT

BULKAN MANAGEMENT SERVICES, Brea, CA; *Partner; Owner* 1985-96; 2001 – Present
Interpreting/Translating; Creative Writing; Management and IT consulting; administration, business development, and marketing.

DEPARTMENT OF TRANSPORTATION (VDOT)
Northern Region, Operations Planning & Programming
Commonwealth of Virginia, Chantilly, VA; *Management Analyst* Jul 2006 – Jun 2007
Assisted development and implementation of projects for infrastructure construction and maintenance, and, traffic control and monitoring systems (Intelligent Transportation Systems), with total budget of over \$40 Million annually. Primary responsibility for monitoring and reporting. Monitored and helped re-allocate group budget of over \$3 Million annually, using FMS II Enterprise Resource Planning modules. Analyzed business needs and developed proposal for data-base and web-access to support Planning, Budgeting, and Management of projects. Used Software through Pictures / Object Modeling technique.

CLEMENTE CAPITAL, INC., New York, NY; *Chief Technology Officer* 1997 – 2000
Managed all Information Technology needs. Assisted in Business Development & Marketing; Finance, Accounting and Budgeting; and, contributed to Quarterly Economic Outlook.

THE PRUDENTIAL-BACHE SECURITIES CORP., New York, NY 1980 – 1985
Vice President
Managed staff of over 10 professionals and supervisors, involved with providing business and technical support to other groups who needed analytical and operating capabilities with systems other than the corporation's central systems: customer service, sales and marketing, brokerage, and trading. Initiated corporate use of micro-computers.