**Amadeo Carlos**

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**PROFESSIONAL SUMMARY**

Seeking a position as an English Spanish translator that will allow me to apply my recently acquired skills in medical, legal and business translation. In I.T. worked in software development and release management. Also, have experience teaching ESL to persons of different cultural and linguistic backgrounds. Having had experience and skills in I.T. and teaching is an asset that can be applied to the area of translation since I am detail oriented, well organized, analytical and know how to work under tight deadlines.

**SKILLS**

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| * Medical, Legal and Business Translation
 | * Excellent Oral/Written Communication Skills
 | * Analytical Skills
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| * Tutoring in I.T. and ESL
 | * Teamwork
 | * Teaching
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**EXPERIENCE**

**Volunteer Translator**

**Illinois Legal Aid Online** April 2021 - present

* Translated legal documents from English to Spanish on the following topics:
* How to take time off work due to domestic violence
* How a contract for deed is used for buying a house
* How to file an employment discrimination complaint with the Illinois Department of Human Rights
* Explanation of a program to help a person certify they are exempt from e-filing forms in Illinois Circuit Court.
* All the translations were completed before the given deadline

**Volunteer Translator**

**International Federation of the**

**Red Cross** April 2021 – present

Translated a Power Point presentation with 41 slides that contained information on how to improve the quality of first aid. It was translated from English to Spanish. The work was completed ahead of the scheduled due date.

**English as a Second Language (ESL) Teache**r June 2018 - June 2019
**Nuestro Center | Highwood, IL, U.S.**

• Assist with oral practice drills and written exercises

• Work with students who need additional help with pronunciation and writing

• Supervise small group work to ensure students are not having issues with assigned exercises

**Sr. Technical/Analyst Administrator** January 2005 – December 2017

**CVS Health Buffalo Grove, I**L

Responsible for coordinating and implementing code changes to production systems on the mainframe and servers.

This involved coordination and communication with release coordinators, developers, and configuration management individuals to ensure a timely and error free implementation.

• Provide 24/7 support for emergency code implementations.
• Provide administrator functions for ZMF ChangeMan.
• Coordinated an upgrade to ZMF ChangeMan.
• Provided administrator functions for ChangeMan DS as well as implemented code changes to production systems on servers.

**Sr. Programmer/Analyst** January 1997 – December 2005

**CVS Health Buffalo Grove, I**L

Performed minor and major enhancements to batch and on-line claims processing applications. This included analysis, design, coding, and testing.

One of the enhancements involved modifying the adjudication process to enable the capture of prescription price differential between clients and pharmacies. This allowed Caremark to improve its profit margin. These changes were implemented one month ahead of schedule.

• Led a team of programmers involved in making all of the adjudication and POS reporting Y2K compliant. The project was successfully completed within tight deadlines.
• Planned, coordinated, and conducted testing of the POS system for Y2K compliance between Caremark and retail pharmacies. As a result of the thorough testing, there were no service disruptions on the first day of the year 2000.
• Involved in the mentoring program. Mentored employees who were hired to be trained as application programmers.
Software: DB2, CICS, Cobol, Xpediter, OS/MVS, TSO/ISPF, ChangeMan, and Dimensions.

**EDUCATION**

Certificate in Medical Translation English Spanish March 2021

Escuela Profesional de Intépretes y Traductores Trágora, Granada Spain

Certificate in Business Translation English Spanish December 2020

University of Arizona

Certificate in Legal Translation English Spanish August 2020

University of Arizona

Global TESOL Certificate June 2018

University of Georgia

Bachelor of General Studies with a concentration in Information Systems May 2001

Roosevelt University, Chicago, IL