

JEAN R. BELLEGO

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Professional Summary

- Seasoned Professional multi-lingual **English<>Spanish Interpreter, English>Spanish Translator & French, community-conversational interpreter** with over 10 years of experience.
- Translation of documents and interpreting services (simultaneous, sight and consecutive) where needed (Courts, Law Firms, Detention Facilities, Hospitals, Businesses, Schools).
- Native Spanish speaking, breakthrough thinking individual with excellent communication and organizational skills (grew up in a multi-lingual household in Mexico City).
- Goal driven and dynamic individual with strong interpersonal skills; absorbs information quickly; Enjoy accepting new tasks, projects and challenges.
- Skilled and qualified video, telephonic and face to face interpreter.
- Detail oriented and effective prioritizing workflow to meet deadlines.
- Driven by the belief that everyone has something valuable to offer. This mindset has helped me establish an immediate connection with all kinds of people.
- Innate ability to understand different cultures and sensibilities.
- Maintain the highest level of confidentiality at all times with client/patient/defendant/deponent information.

Experience

Freelance Interpreter and Translator (most happy to provide samples from translation portfolio upon request).

Administrative Office of the Courts (AOC) in the State of Kentucky

Present

- Providing onsite Interpreting services for State Courts in the States of Kentucky, Indiana and Ohio and where my services are required.

Freelance Interpreter

Lionbridge & SOSi

Present

- Providing onsite Interpreting services for the **Department of Homeland Security (DHS)** Federal Immigration Court, Federal District Court, **Social Security Administration (SSA)** **Federal Court** and Telephonic Interpretation services for DHS.

Freelance Interpreter & Translator
Telelanguage

01/2006 – 2013

- Providing interpreting services over telephone, video or other remote technology to non-English speaking customers in a variety of settings.

Multilingual Closing Officer (Vacation Ownership Sales)
Vacation Village Resorts, Weston, FL

01/2008 – 09/2012

- Perform closings for English, Spanish and French speaking customers.
- Ensure that all legal documents are correctly filled out, understood and signed by all parties on every transaction.
- Provide excellent customer service and communication between buyers and company.

Multilingual Sales Representative (Vacation Ownership Sales)
Wyndham Worldwide, Pompano Beach, FL

01/2002 – 12/2007

- Performed sales presentations for international and local customers.
- Consistently maintained and exceeded required closing ratios and forecasts.

Multilingual Sales Representative,
Sales Manager and Podium Speaker (Vacation Ownership)
Palace Resorts, Cancun, Mexico

09/1988 – 11/2001

- Performed sales presentations for a wide variety of international customers.
- Performed bilingual and monolingual group sales presentations.
- Managed and trained sales teams.
- Conducted sales meetings as required.

Translator / Proofreader, International News Department
Excelsior Newspaper, Mexico City

10/1985 – 08/1988

- Translated, edited and proofread International News.

Anchor / Translator / Editor, International News and General Interest Articles
TV Azteca, Mexico City

10/1985 – 08/1988

- Anchored, translated, edited and proofread International News and general interest articles for Magazine-a nationally broadcasted TV show in Mexico.

Flight Attendant, Cabin Purser
Aeromexico Airlines, Mexico City

09/1979 – 09/1985

- Provided service to passengers to ensure safety and comfort.
- Verify cabin safety equipment is in operating condition.
- Supervise performance of flight attendant staff during flight.
- Coordinate passengers and flight attendants in case of an emergency.

Education

- Bachelor's Degree in Tourism and Hotel Management
Instituto Politécnico Nacional, México City. 1983
- Commercial and Instrument Pilot Ratings
South Sky Aviation Pompano Beach, FL 2002

Licenses / Certifications / Affiliations

- State Certified Spanish Court Interpreter-Kentucky and Ohio
National Center for State Courts (NCSC) 2012
- National Association of Judicial Interpreters and Translators (NAJIT)
- American Translators Association (ATA)
- ProZ
- Translators Café
- Notary Public in the State of Florida 2006
- Real Estate License, Florida
Gold Coast School of Real Estate, Boca Raton, FL 2001
- Competent in the use of MS Word, MS Excel, MS Outlook, Trados Studio 2014.