

Daniel A. DeLuna

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OBJECTIVE Legal professional seeking opportunities in the field of translation

LANGUAGE SKILLS **English** (native speaker), **French** (fluent), **Italian** (fluent), **Spanish** (conversational)

BAR ADMISSION **New York State, Maine** (Pending)

EXPERIENCE **Daniel A. DeLuna, Esq., Legal and Business Translation**, Portland, ME, USA

Legal Translator and Legal Consultant, July 2017 – Present

- Performed and/or edited French-to-English and Italian-to-English translations of legal, business and financial materials for international clients.
- Drafted and/or reviewed contracts for companies doing business in the United States.

Sullivan & Cromwell, LLP, New York, NY, USA

International Litigation Analyst, February 2013 – May 2017

- Reviewed Italian and French documents for responsiveness and privilege in the context of international and United States DOJ and SEC investigations of a major international company in the energy sector related to alleged violations of the Foreign Corrupt Practices Act (FCPA).
- Conducted fact-finding investigations and prepared reports of findings in order to prepare for presentations to U.S. authorities in the context of ongoing investigations.
- Supervised team of non-attorney translation professionals, reviewed and edited translations for English language and legal terminology.
- Performed Italian-to-English, French-to-English translations of financial and business communications for production to the U.S. authorities and/or to for the preparation of internal reports on the matters at issue.

Quinn Emanuel Urquhart & Sullivan, LLP, New York, NY, USA

Staff Attorney, October 2010 – December 2012

- Conducted second-level review of French documents for responsiveness and privilege in a major products liability case involving a French manufacturer of medical products.
- Supervised a small team of foreign language legal professionals and developed a review protocol in order to properly manage the discovery process.
- Reviewed French-language documents for key deposition issues in the context of an international litigation matter involving the pharmaceutical industry.
- Performed French-to-English translations of documents in preparation for offensive and defensive depositions.

Weil, Gotshal & Manges, LLP/Kirkland & Ellis, LLP New York, NY, USA

Contract Attorney, January 2009 – September 2010

- Conducted second-level review of documents for responsiveness and privilege in a high profile class action litigation involving the health insurance industry.
- Reviewed French language documents for responsiveness and privilege in the context of an international patent litigation matter involving the pharmaceutical industry.
- Created a privilege log according to the requirements of the discovery process under the Federal Rules of Civil Procedure.

Bear Stearns/JP Morgan Chase, New York, NY, USA

Staff Attorney, April 2007 - January 2009

- Coordinated an internal investigation with outside counsel Covington & Burling, LLP, on a matter involving the municipal bond industry.
- Analyzed key materials related to the negotiation of municipal derivatives agreements.
- Conducted fact-finding projects, presented findings and wrote reports.

Cravath, Swaine and Moore, LLP, New York, NY, USA

Contract Attorney, June 2005 – March 2007

- Representation of a French multinational in the context of a multi-national securities class action litigation involving French and US shareholders.
- Analyzed documents for factual content and legal privilege and drafted fact finding reports.
- Performed French-to-English translations of financial and business communications.

Daniel A. DeLuna Consulting, Brussels, Belgium

Consultant, July 2002 - May 2005

- Taught business English, negotiating, public speaking and interviewing skills.
- Consulted on matters of U.S. law, legal interpretation and legal drafting in English.
- Edited and translated legal, academic and professional documents.

Pinnacle Behavioral Health, Albany, NY, USA

Director of Operations/In-House Counsel April 2001 - April 2002

- Handled range of business and legal issues in connection with establishment of medical group practice.
- Negotiated special contractual arrangements with health insurance companies.
- Developed and implemented financial and billing systems to ensure payments.

Brattleboro Retreat Alternatives, Albany, NY, USA

Assistant Director, November 1998 – December 1999

- Negotiated terms and ensured completion of requirements for granting of NY State license for an outpatient mental health facility.
- Coordinated systems for fiscal management of NY State licensed outpatient facility.

Law Offices of Daniel J. Persing, Esq., Albany, NY, USA

Associate Attorney, February 1996 - October 1998

- Performed legal work for a firm specializing in professional malpractice and licensure issues.
- Handled pre-trial discovery, including depositions of parties and witnesses
- Made court appearances on behalf of clients in criminal and civil matters.

New York State Board of Elections, Criminal Enforcement Counsel, Albany, NY, USA

Law Clerk, October 1994 - May 1995

- Performed analysis of complaints alleging criminal violations of NYS Election Law.
- Applied relevant law to the findings of fact and made recommendations as to the appropriate course of action that the Board should take on the matters.

EDUCATION

Albany Law School of Union University, Albany, NY, USA

Juris Doctor, *cum laude*, June 1995

University at Albany, State University of New York, Albany, NY, USA

B.A., *summa cum laude*, European and US History, May 1991

Minors: Spanish and Political Science

Solvay Management School, Vrije Universiteit Brussel, Brussels, Belgium

M.A. in European Integration, *magna cum laude*, August 2003

Program with focus on the law and institutions of the European Union

**ADDITIONAL
TRAINING**

New York University, New York, NY, USA

School of Continuing and Professional Studies, spring 2001 and spring 2009

Completed courses in International Business and Global Affairs

Alliance Française de Bruxelles, Brussels, Belgium

December 2000 - March 2001 and May 2002 - July 2002

Attended intensive courses in French language and culture

Università per Stranieri di Perugia, Perugia, Italy

May 2000 - October 2000

Attended intensive courses in Italian language and culture