

# THELMA GUZMAN

BELLEVILLE, NJ 07109  
Guzman7100@gmail.com

## Qualifications:

Talented Interpreter with advanced conversational abilities in both English and Spanish. Maintain emotion, style and content of speakers' words and translation and familiar with deeper cultural context behind phrases.

## Work Experience:

2019 – Present                      Munoz Interpreting                      Paterson, NJ

### Court Interpreter

- Delivered real time accurate oral translations and interpretations for clients.
- Assisted law enforcement investigators with non-English interviews.
- Provided appropriate contextual information and increase clients understanding of translations.
- Provide accurate and complete interpretation without paraphrasing.
- Criminal proceedings
- Completed court room request and applications for clients.
- Conducted extensive interviews with clients regarding respective cases.

2012-2020                      T-Mobile USA                      Parsippany, NJ

### Compliance Specialist

- Responsible for processing subpoenas, court orders, search warrants served upon the company compliance with federal laws.
- Responded to inquiries by law enforcement and attorneys.
- Adhered to company laws.
- Responsible for the completion of criminal and civil cases.
- Maintain highest level of confidentiality regarding customer accounts.
- Handled high volume of exigent incoming calls related from law enforcement related to life threatening situations.
- Conducted documents searches, analysis, and case research.

2005-2010                      Bendit Weinstock, P.A.                      West Orange, NJ

### Paralegal

- Assisted in personal injury, products liability, and medical malpractice cases.
- Identified and analyzed legal and discovery documents
- Responsible for drafting and responding to discovery requests.
- Analyzed synopsis of medical records and prepared chronologies for medical malpractice Cases.
- Prepared for and attended depositions.
- Addressed issues related to HIPAA.

2007-2009

Sullivan & Graber

Morristown, NJ

Paralegal

- Provided litigation support and case management related to insurance defense, personal injury and family law.
- Organized client calendars and handled high call volumes.
- Prepared subpoenas and factual research for respective cases.
- Analyzed and prepared PIP arbitration reports.
- Ordered medical records via Zoom website.

2000 – 2005

Verizon Wireless

Branchburg, NJ

Compliance Specialist

- Processed subpoenas and search warrants served upon Verizon Wireless in accordance with company policy.
- Maintain knowledge of emerging company policy and legislation for all states.
- Act as liaison between the company and law enforcement.
- Respond to inquiries and demands by attorneys, prosecutors, and other law enforcement personnel.
- Conducted document probes and commanded oversight on client database.
- Handled all incoming calls from law enforcement in relations to criminal and civil cases.

### Education and Training

Medical Assistant Certificate

Barclay Career School

Bachelor of Arts

Montclair State University

Major: Sociology

Minor: Criminal Justice

Paralegal Certificate

Fairleigh Dickinson University

REFERENCES WILL BE FURNISHED UPON REQUEST