

CLICIA V. ANTUNES

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Portuguese/English Linguist – Summary

Highly qualified, industrious, professional armed with over 20 years' experience as a Portuguese<=>/English interpreter – simultaneous/consecutive-, translator, writer, and editor. Possess a broad range of skills written/oral, experience, and academic training. Native Brazilian educated in Brazil and in the U.S., capable of interpreting Brazilian, European and Cape Verdean Portuguese. B.A. in Journalism, MBA (incomplete) in Marketing, certificates in Paralegal Studies and Nursing. Hence, fully capable to handle subject matters such as medical, legal, court, depositions, hospitality, 9-1-1 calls, education, finance, immigration (DHS-clearance) etc. Medically certified through ALTA Languages.

Vast experience as a remote interpreter in over-the-phone and in video, plus in-person in Brazil and U.S. Seasoned conference simultaneous/consecutive interpreter at conferences/seminars at Columbia University, United Healthcare. Have interpreted for the President of Angola, high level Brazilian officials, Dr. Drauzio Varella – well known physician/writer/personality in Brazil- Jim VandeHei (founder of Axios) among others.

Have also led Portuguese citizens tour groups from Toronto to NYC on a bus tour, making stops in Washington DC and Philadelphia. Interpreted in court and administrative hearings. Worked for they NY Dept of Education as an interpreter for students and parents.

Career Overview

Simultaneous-Consecutive Interpreter/Translator/Editor/Writer: Portuguese<=>English

Remote over-the-phone (OPI), video and in-person interpreter on a variety of areas: medical, legal, technology, finance, immigration (DHS), healthcare, 9-1-1, aviation, tourism, education, etc. Translator, content reviewer, transcriber, writer and editor – Portuguese/English and vice-versa. Simultaneous interpreter at live and virtual conferences on hi-tech, marketing, insurance, education, and dental. Customer Care Production Assistant for BMW ConnectedDrive Services, plus in-person interpreter for Brazilian airplane pilots renewing their licenses in the U.S. – (CAE at DFW Airport) classroom and simulator experience. Compile glossaries. Effective listener and note-taker.

- Transperfect – In-person interpreter at conferences/OPI at business, hi-tech training meetings – 2018-Present
- Day Translations – In-person interpreter a immigration interviews/OPI legal calls - 2018- Present
- ALTA Languages – In-person deposition 2018-Present
- Jonview Canada Tours – Led Portuguese citizens on a a7-day-bus-tour from Toronto to NYC 2018-Present
- BMW ConnectedDrive Servs. US/Brazil Customer Care and Engineering Assist. 2018
- Lionbridge – OPI Interpreter: medical, legal, immigration (DOS), labor compliance reports 2018- Present
- Big Word – In-person interpreter for the NY Dept. of Education 2018- Present
- United Language Group – legal, financial, medical 2018-Present
- Achieve Beyond USA – Westchester Cty - in-person interpreter- children's developmental evals 2017- Present
- Languages Services Associates – in-person and virtual simultaneous conf. interpreter 2017-Present
- Transglobal – OPI and video interpreter 2017-Present
- Master Word Services – OPI and in-person court and medical interpreter 2016-Present
- Certified Languages International – OPI Interpreter: medical, insurance, legal 2016- Present
- Fluent Language Solutions – in-person medical interpreter in TX/NYC hospitals 2016-Present
- Cyacom – OPI Interpreter: medical, hospitality (Disney), insurance, medical 2016- Present
- Language Services Associates – OPI Interpreter: legal, medical, insurance, 9-1-1 2015-Present
- Commerce House Ad. Agency - Translator – Marketing material 2016-Present
- Consumer Marketing Information- Translator, airport consumer surveyor 2014-2015
- Robert Haft International – In-person Portuguese aviation interpreter – CAE at DFW Airp. 2014-Present
- The Richards Group Ad. Agency- Portuguese writer/translator 2014
- GLOBO Languages - Phone interpreter – Medical, insurance, finance, 9-1-1 2015- Present
- Language Line Solutions - Phone interpreter - Portuguese into English/vice versa 2015- 2017

Legal Administrator/Paralegal

Drafted and edited legal documents/correspondence: Motions, Rule 11 Agreements, complaints. Conducted legal research, intake interviews, discovery, e-filed, and e-billed. Scheduled meetings (Outlook). Attended mediation and hearings. Liaised with opposing counsel, paralegals and court officers. Requested medical records/documents. Opened new matter, managed cases, handled clients. Data entry and management, physical and electronic filing. Used various legal software.

USAA Federal Saving Bank – Personal Injury/Insurance Paralegal	2015-16
Atwood & McCall, PLLC – Probate/Business Law/Personal Injury - Paralegal	2014-15
The Willingham Law Firm, P.C. - Probate/Wills & Estate Planning - Paralegal	2014
<i>Berry, Appleman & Leiden</i> – Intern. Corp. Immigration - Doc. Procurement/visa issues	2014

Education

- **B.A. in Journalism from Hood College (MD)** - over 15 years' experience in print, radio, television, and Internet. Web research, social media, writer, editor, fact-checker. Media consultant for Brazilian and American businesses.
 - **MBA classes from Johns Hopkins School of Business (Washington, D.C.)** - in Marketing, Accounting, Management, and Marketing Research.
 - **Paralegal Certificate** – ABA-Approved – Kaplan University
 - **Licensed Nursing Assistant** – Red Cross
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