

AMADEO CARLOS

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PROFESSIONAL SUMMARY

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

SKILLS

- Medical, Legal and Business Translation
- Excellent Oral/Written Communication Skills
- Analytical Skills
- Tutoring In I.T. and ESL
- Team Work
- Teaching

EXPERIENCE

English as a Second Language (ESL) Teacher

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, IL

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

Senior Programmer Analyst

January 1997 - December 2017

CVS/Caremark | Buffalo Grove, IL, U.S.

- 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

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| Medical Translation Certificate English to Spanish Escuela Profesional de Intérpretes y Traductores Trágora, Granada, Spain | March 2021 |
| Business Translation Certificate English to Spanish University of Arizona, Tucson, AZ | December 2020 |
| Legal Translation Certificate English to Spanish University of Arizona, Tucson, AZ | August 2020 |
| Global TESOL Certificate University of Georgia, Athens, GA | June 2018 |
| Bachelor of General Studies with a concentration in Information Systems Roosevelt University, Chicago, IL | May 2001 |