

# Kyle J. Moore, J.D.

Greater Houston



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## Summary

Trilingual professional with acute attention to detail and advanced skills in customer service, insurance adjusting, translation, interpreting, computer programming, and website design. Bachelor of Science in Project Management. J.D. from South Texas College of Law, December 2020.

## Experience



### Contract Paralegal

Milan G. Marinkovich & Associates, PLLC

Dec 2015 - Present (5 years 6 months +)

Draft pleadings, motions, discovery requests and responses, client correspondence, etc. Interview clients and witnesses. Conduct web research and develop case files. Mostly personal injury defense cases.



### Claims Adjuster

Feb 2015 - Dec 2015 (11 months)



### Freelance Translator and Interpreter

Self

Apr 2008 - Dec 2015 (7 years 9 months)

Complete text translations from Spanish or Arabic into English for translation agencies and individual clients. Examples: a commercial insurance policy, notarial documents, civil registry certificates, e-mail correspondence, etc.

Provide in-person interpreting services, especially in the medical, legal, and insurance fields.



### Cryptologic Linguist

US Army

Apr 2011 - Mar 2015 (4 years)

Translated, proofread, and summarized classified documents and audio cuts from Arabic or Spanish into English.

Interpreted meaning according to cultural context, deductive reasoning, and previously collected data.

Deciphered code words, cover terms, pseudonyms, and slang.



### Claims Examiner

Midlands Claim Administrators

Nov 2009 - Feb 2011 (1 year 4 months)

Examined and adjusted claims arising from municipal insurance policies issued to Oklahoma cities and towns. Coverage types handled: auto, general liability, and property.



### **Property Damage Adjuster**

ACCC Insurance Co.

Dec 2008 - Sep 2009 (10 months)

Determined coverage, facts of loss, and liability for non-standard auto claims, interfacing with customers in English and Spanish.

Specialized in total loss claims.



### **Customer Service Associate and Interpreter**

Farmers Insurance

Oct 2007 - Dec 2008 (1 year 3 months)

Received inbound calls from customers, claimants, and adjusters, input new loss reports, analyzed priority and assigned claims to appropriate notification groups.

Telephone-interpreted (Spanish <> English) between Farmers employees and customers.

## **Education**



### **South Texas College of Law Houston**

J.D., Law

2017 - 2020



### **Colorado State University Global**

Bachelor of Science (B.Sc.), Project Management

2014 - 2016



### **Defense Language Institute**

2-Year Course, Modern Standard Arabic

2011 - 2013



### **Oklahoma State University**

No Degree (60 College Credits), Core Curriculum

2007 - 2009



### **ComQuest Academy**

High School Diploma

2003 - 2006

## **Licenses & Certifications**



**Adjuster's License (All Lines) - Texas Department of Insurance**

Issued Nov 2007 - Expires Jan 2017  
1476800

## **Skills**

Translation • Spanish • English • Interpreting • Editing • Liability • Commercial Insurance •  
Social Media • Project Management • Software Development