

MARIA DANIELA PUCHULUTEGUI

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OBJECTIVE

Seeking a progressive, challenging position in the courts system, immigration services, a local governmental agency, a local hospital/doctor's office or a growth-oriented company utilizing my skills as an interpreter/educator.

EXPERIENCE

Linguistic Support Specialist/Interpreter
Glendale, CA

June 2011-present

- Provide interpretive services at Depositions in Worker's Compensation Matters.
- Assist in deposition preparation and settlement conferences.
- Provide interpretive services at Association Meetings for First 5 LA.
- Provide interpretive services at Field Investigation Interviews in Worker's Compensation Matters.
- Provide interpretive services, in-person and by phone, to Spanish-speaking patients in their dealings with insurance companies, Medi-Cal, Social Security Administration, hospitals, health-care professionals, and social workers regarding their medical procedures, including MRIs, CT Scans, ultra sounds, spinal surgeries, etc.
- Assist in communicating/translating medical instructions/treatments, hospital care, medical results, and rehabilitation requirements to Spanish-speaking patients. Translate brochures, catalogues, correspondence, and other documents.
- Assist Spanish-speaking patients in completing required medical forms.

MDJ Technical School, Owner/Bilingual Computer Instructor
Glendale, CA

July 2005-present

- Develop and deliver computer-based training to a diverse audience of Spanish and English-speaking students. Curriculum includes instruction on Microsoft Windows, Microsoft Office, QuickBooks, and general computer skills for beginners and advanced students in both languages.
- Provide video conference tutoring.
- Guest speaker for Univision Radio and 1020 Actualidad Radio Google Hangouts Video Lectures on a variety of computer topics/skills.

South-West Business Controllers, Payroll Manager
La Crescenta, CA

August 1994-March 2002

- Maintained payroll databases/employee files.
- Prepared semi-monthly payrolls.
- Assisted clients in preparing tax filings.
- Produced quarterly and annual tax filings and annual employee tax notices.
- Provided interpretive and translational services in connection with payroll and tax preparation.

Instituto Pedro Poveda, Elementary School Teacher
Buenos Aires, Argentina

January 1988-December 1991

- Taught Spanish and Social Studies to 6th Grade students.

Instituto Dardo Rocha, Elementary School Teacher
Buenos Aires, Argentina

January 1988-December 1991

- Taught English as a Second Language to Kindergarten through 7th Grade students.

Instituto Babar, Elementary School Teacher
Buenos Aires, Argentina

January 1988-December 1991

- Taught Spanish and English as a Second Language to 4th Grade students

TECHNICAL SKILLS

- Twenty-plus years of experience providing interpretive and translational services.
- Excellent bilingual communication and interpersonal skills.
- Proficient in Microsoft Windows, Microsoft Office (Word, Excel, PowerPoint, Outlook), and QuickBooks.
- Proficient in Spanish and English; extensive knowledge of Hispanic culture/tradition.

EDUCATION

Judicial Council of California
Court Interpreter Program English/Spanish.
Bilingual Interpreting Spanish Exam

- *Written exam passed* June 2014
- *Oral exam passed* June 2015

Southern California School of Interpretation - Santa Fe Springs, CA
Court Interpreting Program Completed

June 2014

- Extensive coursework in court interpreting, including training in simultaneous, consecutive, and sight translation techniques, in addition to learning criminal proceedings vocabulary.

Instituto Pedro Poveda – Buenos Aires, Argentina
Elementary and Middle School Teacher - Teaching Degree with Honors
Spanish Teacher -Teaching Degree with Honors

July 1989

Universidad de Buenos Aires, Argentina
School of Medicine - 2 years of extensive coursework completed

July 1988

Academia Cultural Inglesa de Olivos
English as a Second Language – 10-year Program completed
First Certificate Program –Proficiency Exam passed

December 1986

ACTIVITIES

- Volunteer Interpreter at PTA meetings and conferences.
- Volunteer for various fundraisers.

REFERENCES

Available upon request.