

Michael Albright

10830 Orange Grove St • Loma Linda, CA 92354 • USA
510-969-9696 • Email: m@mpa.me • Website: www.mpa.me

SUMMARY OF QUALIFICATIONS

Over five years experience as a translator of English to Portuguese to English with unusual precision and attention to detail. A gift for deciphering nuances in meaning, researching alternative translations, and striving for excellence. Advanced computer skills. Responsible self-starter with exceptional interpersonal skills.

SKILLS AND ACCOMPLISHMENTS

- Translated lengthy legal documents from English or Spanish into Portuguese, and Portuguese into English, including those integral to asylum cases.
- Communicated in English, Spanish, and Portuguese with clients of various countries in fulfillment of duties, including answering telephone calls, scheduling appointments, translating and interpreting, meeting with clients to develop their case and fill out forms, and filing legal documents in Immigration Court.

Professional Skills

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|---|---------------------------|------------------------------|
| • Fluency in English, Portuguese, and Spanish | • Interpersonal abilities | • Analytical/research skills |
| • Microsoft Office | • Multicultural awareness | • Customer Service |
| | • Web Design | • Adobe Creative Suite |

Computer Aided Translation (CAT) Tools:

- OmegaT
- Wordfast Classic

EXPERIENCE (2005 – 2012)

Self-Employed Provo, UT, USA / Fortaleza, Brazil

Translator

Translate legal documents from English or Spanish into Portuguese, and Portuguese into English.

Ceará Diesel S.A. Fortaleza, Brazil

Purchasing Coordinator

Research and purchase automotive parts both domestically (within Brazil) and internationally for a commercial truck dealership.

Wise Up Fortaleza, Brazil

English Teacher

Teach English to Brazilians through lecturing and homework. Hold lectures in classrooms of up to eight students.

Law Office of Robert L. Lewis Oakland, CA, USA

Administrative Assistant

Assist immigration attorney in secretarial work, translate and interpret, assist clients in developing immigration case, fill out forms, and file legal documents in Immigration Court

EDUCATION

Brigham Young University Provo, UT, USA

B.S. Family Life 2011

Dean's List, Cum Laude

COMMENTS FROM SUPERVISORS

Described by Robert L. Lewis of the Law Office of Robert L. Lewis as being “competent, responsible, and punctual,” having “irreprehensible personal and professional conduct,” and being “one of the best employees that has ever worked for me” in over 20 years of his experience as employer. Described further as having “high moral integrity” and being “a favorite employee of our clients, who always expressed gratitude for the exceptional care with which he attended their needs.”