

ANDREEA BOSCOR, M.A., CMI-SPANISH

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TRANSLATION AND INTERPRETING EXPERIENCE

University Hospital - Medical Interpreter

♦ Nov. 2017 – present

- Serve as a medical interpreter for patients with limited English proficiency in the mental health unit, occupational/physical therapy, palliative care, etc. as needed in order to facilitate effective communication
- Provide assistance as a cultural and linguistic resource to both patients and providers
- Explain hospital resources, office protocols, and limitations to clinicians and patient
- Serve as a resource to providers and staff in understanding the language services program
- Collaborate with clinical/non-clinical staff to ensure timely availability of appropriate communication resources
- Research and maintain knowledge of medical terminology and technical health care information to ensure accuracy in the interpretation of the meanings of words, concepts and practices in the medical setting; as well as pertinent federal, state and hospital regulations, laws and policies as they exist and are modified
- Serve as a patient representative by identifying patient concerns, investigating and contributing to the resolution of patient complaints
- Documenting patient complaints and comments regarding the patient experience
- Generating summaries and reports regarding patient-related issues that are addressed in order to alleviate obstacles to a satisfactory hospital experience
- Contribute to creating a friendly, welcoming and safe environment for patients while ensuring compliance with hospital policies and procedures and patient confidentiality regulations and guidelines

Interpreter/Translator - Freelance

♦ Since 2015

Romanian<>English; Spanish<>English

- In-person and telephonic (OPI) consecutive/simultaneous interpreting services
- Translation, editing and subtitling services
- Collaborating with various agencies (Language Services Associates, Trusted Translations, Day Translations, Geotext, SOSi, etc.), as well as working with direct clients
- 2015 UN Commission on Status of Women (simultaneous and consecutive for Latin American delegates)

EDUCATION

La Salle University - Graduate Certificate in Fraud and Forensic Accounting

♦ August 2017

Seton Hall University - Master of Arts in Diplomacy and International Relations

♦ December 2013

- Concentrations in International Law and Global Health; 3.6 GPA
- Summer 2012 Study Abroad Seminar on Post-Conflict Reconstruction in Pristina, Kosovo

Montclair State University, Bachelor of Arts in Spanish Translation

♦ May 2010

- A.B.A.-approved Paralegal Certificate Program; Linguistics Minor; 3.6 GPA
- Fall 2007 Semester Abroad—Spanish Cultural Studies at Universitat Pompeu Fabra in Barcelona, Spain

PROFESSIONAL AFFILIATIONS, CERTIFICATIONS AND VOLUNTEERING

- American Translators' Association and NY Circle of Translators chapter ♦ Member since 2015
- National Board of Certification for Medical Interpreters ♦ Certified Medical Interpreter – Spanish, since 07/2017
- National Council on Interpreting in Healthcare
- International Medical Interpreters Association ♦ Member since 01/2018
- Translators Without Borders (Volunteer) ♦ Since 2017
 - including projects for the American Red Cross, The Consortium for Street Children, eCancer, Dianova Int'l
- National Language Service Corps (Volunteer) ♦ Since 2018
- Association of Certified Fraud Examiners ♦ Since 2016

ADDITIONAL SKILLS/TRAINING

- Southern California School of Interpreting - ♦ March 2017

- Certification course and exam for simultaneous and consecutive interpreting in immigration court (Department of Justice/EOIR)
- Proficient with legal research databases (Westlaw, LexisNexis), case management software and billing software
- Translation of financial/legal documents, as well as correspondence, case synopses and articles as part of paralegal job duties at law firms and government agencies
- CISOC Medical Knowledge and Terminology Certificate, April 2013

OTHER EXPERIENCE

Bressler, Amery & Ross – Securities Paralegal

♦ Aug. 2016 – Nov. 2017

Securities fraud defense and regulatory cases

- Translated (Spanish-English) financial/legal documents, as well as correspondence, case synopses and articles
- Identified, reviewing, and redacting documents to be included in discovery
- Case management and case coordination communication with co-counsel and clients' in-house counsel

CACI, Inc. – Paralegal Specialist

♦ Mar. 2016 – Aug. 2016

Assigned to Securities and Exchange Commission, Division of Enforcement, Trial Unit

- Conducted preparation for depositions
- Performed citation-checking, created Tables of Contents and Tables of Authorities for pleadings
- Performed legal and public records research as needed

Federal Trade Commission – Paralegal Specialist

♦ Jul. 2015 – Mar. 2016

Bureau of Consumer Protection – Division of Marketing Practices

- Assisted in investigations regarding advertising claims and marketing practices (online and telephone methods)
- Prepared legal documents and discovery responses for review and approval by an attorney
- Performed legal research
- Conducted consumer interviews and drafting declarations as part of investigations
- Obtained, managed and stored digital evidence in collaboration with IT staff to ensure admissibility in court and proper chain-of-custody compliance
- Assisted attorneys in preparation and review of support materials for adversarial proceedings before courts
- Responded to consumer inquiries by email (English and Spanish)

Progressive Insurance - Legal Assistant

♦ Jan. 2014 – Jul. 2015

In-house Legal Department - Insurance Defense

- Prepared correspondence and legal documents including pleadings, discovery demands, subpoenas, etc.
- Coordinated medical expert evaluations
- Obtained, tracked and compiled medical records for expert review
- Monitored discovery deadlines, taking action as needed; reported to claims department on discovery status

United States Department of State - Intern

♦ Jan. 2013 – Apr. 2013

Bureau of Legislative Affairs – Western Hemisphere Affairs

- Researched international affairs issues in preparation for briefings with congress members and other bureaus
- Attended Senate and House committee hearings and reported back to supervisors with notes
- Drafted summaries of Senate and House committee hearings to share with relevant bureaus