

Jacqueline M. O'Neill

570 CONGRESS AVENUE, WATERBURY, CT. 06708
HOME 203-575-0085 OR CELL 203-558-7641

OBJECTIVE

To obtain a position in business where my education, language skills, work ethics and work experience will be utilized. Searching for a place that appreciates hard work and dedication with room for advancement.

SUMMARY

I possess the ability to learn quickly and perform multiple tasks. I excel in interpersonal relations with coworkers and managers alike. I possess excellent written and verbal communication skills, with an eye for detail. Extremely productive in a high volume, high stress, environment. Self-starter with a can do attitude.

EXPERIENCE

Fitzpatrick, Mariano & Santos, P.C.

Naugatuck, CT

Real Estate Legal Assistant

2006 – present

- Assist with various aspects of real estate closings, scheduling, drafting, and with non-English speaking Portuguese/Spanish clients of the firm. Assist with formal hearings and different cases as an interpreter for clients of the firm.

ITI

Manchester, CT

Freelance Interpreter

2004 - present

- Interpret the English language to all non-English speaking Portuguese/ Spanish clients throughout the state of Connecticut

Interpreters Office in Hartford

Hartford, CT

Judicial Court Interpreter

2000 - 2004

- Interpret the English language to all non-English speaking Portuguese clients throughout the Judicial courts within the state of Connecticut

Benoit

Northborough, MA

Freelance Interpreter

1991 - present

- Interpret the English language to all non-English speaking Portuguese/Spanish clients throughout the state of Connecticut

EDUCATION

Naugatuck Valley Community College

Waterbury, CT 2002-

2006 -*International Business Major* - Dean's List

Teikyo Post University

Waterbury, CT 1996-

1997 -*Communications Major*- Dean's List

CERTIFICATIONS

- Typing (80 wpm), Certified Court Interpreter, Notary Public, CPR Certified, Computer Savvy
- Fluent in: English, Portuguese, and Spanish