

Francesco Todini

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EDUCATION

Spanish/English Interpretation Certificate Program (Legal/Court)

San Francisco State University, San Francisco, CA

May 2017

Bachelor of Latin American Studies

University of California Berkeley, Berkeley, CA

August 2015

U.C. Education Abroad Program

Portuguese Intensive Language Program

Pontifical Catholic University, Rio de Janeiro, Brazil

July 2015

Berkeley Study Abroad Program:

Human Security and Peacebuilding

United Nation—mandated UPEACE, Ciudad Colon, Costa Rica

May—June 2015

The Politics of Development in Chile

Universidad de Chile, Santiago de Chile, Chile

June-August 2014

SKILLS

Languages:

Native Italian Speaker

Fluent in English and Spanish

Conversational Portuguese

NBCMI Certified Medical Interpreter

Spanish

Microsoft Certified Network Engineer

EXPERIENCE

Independent Contractor

Interpreter

Sacramento, CA

May 2017-Present

Provide on-site and telephonic interpreting to health care professionals, social services, and administrative hearings in medical, legal and government settings across the Sacramento Area.

Law Offices of Samuel O.Maina

Administrative Bilingual Assistant

Berkeley, CA

November 2016-March 2017

Schedule appointments, maintain records and communicate with Spanish speakers. Translate declaration and assist attorney in interviews in Spanish. Temporary position.

Valla & Associate Inc., P.C.

Executive Assistant/Office Manager

San Francisco, CA

May 2016-November 2016

Manage multiple executive calendars, arrange travel and plan counsel meetings for large legal team.

JusticeCorps

Fellow, San Francisco Courthouse

San Francisco, CA

August 2015- May 2016

Provided assistance to English and Spanish speaking litigants by preparing court paperwork and legal information workshops. Managed and supported cohort of 15 university interns.

Social Justice Collaborative

Volunteer Translator

Berkeley, CA

November 2013-May 2017

Translate refugee client and immigration firm documents between Spanish and English.

Interpret English/Spanish asylum interviews at USCIS offices.

Ristorante Desco

Lead Server

Oakland, CA

January 2008-July 2016

Lead Server in a casual dining Italian restaurant downtown Oakland.

Target Informatica

Computer Technician

Terni, Umbria, IT

July 2000-September 2007

Analyzed user needs, hardware recommendations, installation and modification of networks and equipment; configured security settings.