

Gabriela Muñoz C.V. Alabama State Court Certified Interpreter and Graduate Certificate Translator of Spanish & French to English – Birmingham, Alabama

LANGUAGE PAIRINGS

English to Spanish

Alabama Foreign Language Court Interpreter Program, Journeyman Level

Native Proficiency

Both interpretation and translation services offered in this pairing.

Spanish to English

Alabama Foreign Language Court Interpreter Program, Journeyman Level

Native Proficiency

Both interpretation and translation services offered in this pairing.

French to English

Working Proficiency

Only limited translation services offered in this language pairing.

EDUCATION

Georgia State University

Graduate Certificate in Translation

Language Pairs: English to Spanish, Spanish to English

- Exit Examination Passed in Both Directions (May 2016)
- Coursework completed in December 2016. Certificate issued in May 2017.

Atlanta, GA

January 2017

GPA: 4.00

The George Washington University Law School

Juris Doctor, Pro Bono Honors

Licensed to Practice in New York*

Activities: Immigration Legal Clinic, American Society of International Law, Hispanic National Bar Association, Human Rights Law Association, Hispanic Law Student Association, International Law Society, Pro Bono Honors Program

*Please note Ms. Muñoz is no longer actively practicing law.

Washington, D.C.

May 2013

The University of Alabama

B.A. in International Studies, French, & Spanish, *summa cum laude*

Minor, Liberal Arts (Blount Undergraduate Initiative)

University and International Honors

Tuscaloosa, AL

May 2010

GPA: 4.04

Activities: Senior Thesis; Independent International Honors Research Projects (conducted in Spanish and in French); University of Alabama French Club, Alabama International Relations Club

Study Abroad: Les Cours de Civilisation Française de la Sorbonne, Paris, France; Alabama in Spain Language Immersion & Culture Program

Les Cours de Civilisation Française de la Sorbonne

Certificat de langue française des CCFS B2 (Avancé)

Certificate of French Language at the Advanced Level

Paris, France

May 2009

EXPERIENCE

Disability Determination Services

Birmingham, AL

Interpreter and Translator in English, Spanish, and French

December 2014-Present

- Consecutive interpreter during psychological and physical exams for determining applicant's eligibility for Social Security disability benefits.
- Consecutive interpreter during administrative hearings.
- Translator of client medical, education, and legal files for determining applicant's eligibility for Social Security benefits.

Freelance Court Certified Legal, Medical, and Field Interpretation

Birmingham, AL

Spanish Language Interpreter

October 2016-Present

- Interpretation services offered in legal settings including: courtroom hearings, administrative hearings, and depositions.
- Interpretation services offered in the consecutive and simultaneous mode.
- Interpretations offered in medical settings including doctor's appointments and worker's compensation evaluations.
- Site translations.
- Interpretation services offered for field, escort, and community work.
- Clients include Alabama Office of Courts, the Federal Public Defender's Office for North Alabama, Niki's International Ltd., and *This American Life*.

Freelance Translation

Birmingham, AL

Translator in English, Spanish, and French

August 2010-Present

- Freelance translation work of documents to and from English, Spanish and French (into English only).
- Translation work includes medical consent forms, informative pamphlets on legal rights for the immigrant community, legal affidavits, and civil documents (birth certificates, marriage certificates, etc.).
- Clients include: The University of Alabama at Birmingham Internal Review Board and Disability Determination Services.

Landerholm Immigration, A.P.C.

Oakland, CA

Attorney

March 2014-July 31, 2014

- Direct representation of clients in family-based immigration services, including adjustment of status, naturalization, petitions, and DACA.
- Direct representation of clients in humanitarian relief including asylum and U visas.
- Inadmissibility waivers
- Translation of legal intake documents from Spanish to English.

Hispanic Interest Coalition of Alabama

Birmingham, AL

Attorney Legal Fellow

Sept. 2013-Feb. 2014

- Direct representation of clients in family immigration services, including naturalization and DACA.
- Organization of first naturalization clinic in February 2014.
- Translation of legal documents from Spanish to English.
- Review of Spanish to English document translations.
- Drafting and translation of informational material from English to Spanish.

The Jacob Burns Community Legal Clinics
Student Attorney, Immigration Clinic

Washington, D.C.
August 2012-April 2013

- Direct representation of clients in affirmative asylum cases.
 - Putting together asylum applications and supporting documents; conducting screenings and background checks on prospective affirmative asylum clients; looking up country conditions; assessing validity of claim; assessing qualifications for asylum; prepping client for asylum interview.
- Direct representation of clients in removal proceedings.
 - Putting together defensive asylum application; helping client to put together their affidavit; preparing pretrial filing and making sure all supporting documents are in order; determining validity of claims made by prospective removal clients; conducting background checks on prospective clients in removal proceedings; assessing qualifications for asylum and other forms of immigration relief.
- Filing of I-765 for clients.
 - Putting together I-765 application and all supporting documents.
 - Contacting the Ombudsman when I-765 applications are denied to investigate reasons for denial.
- Translation and revision of legal documents from Spanish to English.

Conrad & Scherer, LLP
Summer Law Clerk

Quito, Ecuador
May 2012-August 2012

- Legal research and writing on the Alien Tort Statute in regards to litigation against corporations.
- Federal and state court issues including claim preclusions, single-action bar, wrongful death claims by minor heirs, and personal jurisdiction.
- Settlement ethics regarding unsophisticated clients
- Venue alternatives in light of a ruling on the Alien Tort Statute by the Supreme Court, including regional human rights bodies.
- Translation of legal documents from Spanish to English.

Maggio + Kattar, P.C.
Spring Law Clerk

Washington, D.C.
January 2012-April 2012

- Legal research and writing on asylum and refugee issues.
- Preparing legal arguments and declarations for asylum applicants.
- Research on immigration relief based on the treatment of autistic children in the Philippines.
- Research on motions to reopen sua sponte for asylum and adjustment of status cases.

Robert F. Kennedy Center for Justice and Human Rights
Fall Legal Intern
2011

Washington, D.C.
August 2011-December

- Legal research and relevant work for the Right to Education of Afro-Descendants & Indigenous Peoples in the Americas project.
- Legal research and relevant work on the retroactive denaturalization and denial of nationality rights amongst Dominican born Haitians in the Dominican Republic.
- Legal research and relevant work on the civil & political rights of the Sahwari people in Western Sahara.
- Drafting and translation of media releases in English, Spanish, and French.
- Translation of video transcripts and captioning from and into English, Spanish, and French.

Catholic Charities Hogar Immigrant Services
Summer Legal Intern

Falls Church, VA
May 2011-August 2011

- Conducting client intake to determine whether potential immigration clients can be taken.
- Researching and drafting legal memorandum in relation to family based petitions, customary adoption laws, U Visas, Violence Against Women Act visas, & the Nicaraguan and Central American Relief Act.
- Conducting “Know Your Rights” sessions to inform the immigrant community of their rights in the US.
- Translation of legal documents from Spanish to English.
- Drafting and translation of informational material from and into English, Spanish, and French.

University of Alabama Department of International Studies
Undergraduate Research Assistant

Tuscaloosa, AL
April 2010-June 2010

- Researched international conflicts and resolutions under the supervision of Dr. Douglas M. Gibler.

NOTABLE PROJECTS AND PUBLICATIONS

This American Life

May 2017-November 2017

Episodes 632 & 633: Our Town, Pt. 1 & 2

- Served as the field interpreter for producer Miki Meek for the episode *Our Town*.
- Interpreted in a journalistic interview setting for a radio program.
- Program recordings will be available on the *This American Life* website starting December 10, 2017 for Part 1 and December 17, 2017 for Part 2.

OTHER SKILLS, SPECIAL INTERESTS, AND PENDING CERTIFICATIONS

- Other Language Skills:
 - Dutch (beginner)
- Member of the American Translators Association
- Member of the Atlanta Association of Interpreters and Translators
- Member of the National Association of Judiciary Interpreters and Translators
- Alabama Foreign Language Court Interpreter Program (Spanish): Certified on 9/10/2016.
 - Written Examination: Passed in June 2015.
 - Ethics Training: Completed in November 2015
 - Oral Examination: Passed on 9/10/2016.
- Tennessee Foreign Language Court Interpreter Program (Spanish)
 - Ethics Training: Part 1 completed on 9/30/2107. Part 2 completed on 10/1/2017.
 - Written Examination: Passed on 11/1/2017.
 - Oral Proficiency Interview: Score of 12-Superior on Spanish and English ALTA OPIs taken 11/17/2017
 - Oral Examination: TBD
- Certification Commission for Healthcare Interpreters
 - 40 Hours of Healthcare Interpreter Training: Completed on 11/15/2017.
 - CoreCHI Examination: TBD
 - CHI Oral Examination: TBD
- CAT Tools Used: Lilt Pro.
- ENTJ Meyers-Briggs Personality.