**Kyle L Bautista**

A talented native English speaker proficient in Spanish & Tagalog with basic Chinese skills, working toward a Bachelor’s in Communications at UNLV, Kyle is an intelligent, meticulous professional with an intuitive ear, a diligent and prolific work ethic, and clear, precise language and translation acumen

Spanish Language Fluency
Experienced Interpreter
Written Translation
High Quality Standards
Rapid Turnaround Times
Flexible Working Hours

Verbal Interpretation
Polished Customer Service
Rigorous Attention to Detail

**Education**

**Lower Merion High School** September 2010 – June 2014

**High School Diploma** *(achieved)*

**University of Nevada, Las Vegas** September 2014 - May 2019 **University of Pittsburgh** *(transferred)*

***Bachelor’s in Communications*** *(in progress)*

 **Experience**

**Pinoy Advocate** June 2014 – Present
***Spanish & Tagolog Translator / Interpreter***Work with Founder & CEO in the daily Operation of Immigration Consulting practice, to facilitate engagements with Filipinos, Mexicans and other Spanish-speaking clientele

* Translate client communications, including leads, emails, letters, records, ID documents
* Support the preparation of regulatory documentation for both colleagues and clients alike
* Conduct real-time verbal interpretation of client meetings, phone calls and recordings

**Mimi Jade Design** June 2014 – Present

***Spanish & Tagolog Interpreter***Serve as Primary Support to Founder and Lead Designer in her Client Communications

* Foster clear and productive client interactions in the provision, delivery and presentation of Business and Residential Design and Feng Shui engagements to Luxury Market Clientele
* Provide real-time multilingual interpretation of conversations between Designer and Client
* Support verbal communication for English-speaking Designer in Spanish, Tagalog & Chinese

**Summer Restaurant Experience** April – September

Jollibee, Jack In the Box, Mt. Fuji, Melodies Café / Milk Boy Coffee 2012 - 2015
***Customer* *Service Rep, Line Cook, Bus Boy, Custodian, Utilities Manager***Work in various capacities for several different restaurants in the greater Philadelphia and Las Vegas areas, including 2 Asian Restaurants, a Coffee House, Café & Fast Food

* Manage register, take orders and payment, service customers, prepare food, serve drinks
* Maintain high standards of clean, sanitary working environment for food establishments
* Control inventory, stock supplies and food items at consistent levels of ready availability

**Certifications, Honors & Achievements**

* Sportsmanship Award, Senior Year Wrestling, 2013-2014, Lower Merion High School
* Most Improved Award, Freshman Year Wrestling, 2010-2011, Lower Merion High School
* Produced & edited Lower Merion wrestling video for Senior Project, which was published on the school’s website and broadcast on the Lower Merion TV by the school 2013-2014