

# WEI GAO

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## EDUCATION

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### **Middlebury Institute of International Studies at Monterey**

M. A. Translation, Localization, and Management

### **University of California, Irvine, Irvine CA**

Bachelor of Humanities in English

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## WORK EXPERIENCE

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Translator and Paralegal

### ***David Bacon Law Firm***

September 2019 – Present

- Helped clients by filling out necessary legal documents, such as the Application to Register Permanent Residence or Adjust Status form
- Translated legal documents, such as personal statement and marriage licenses, from Chinese to English
- Coordinated with attorneys to obtain necessary information to further a case
- Create legal documents with immigration courts and offices
- Communicate with clients to collect necessary or missing documentation to complete
- Perform general office duties, such as answering phones, filing, copying, scanning, faxing, preparing mail, and typing
- Take clients to necessary places, such as immigration court and Asylum Support Center

Medical Biller

### ***Outsource Medical Billing Inc.***

October 2020 – December 2020

- Ensure accurate entry of work into designated billing systems
- Inputs charges, payments and adjustments to computerized system or posting to manual records
- Processed data entries with an average of 50 cases per day.

Translator

### ***Egon Mittelmann Attorney At Law***

June 2014 – July 2019

- Helped clients by filling out necessary legal documents, such as the Application to Register Permanent Residence or Adjust Status form
  - Translated legal documents, such as personal statement, from Chinese to English
  - Perform general office duties, such as filing, copying, scanning, preparing mail, and typing
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## SKILLS

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Computer: Microsoft Suite, Adobe Photoshop,

Language: Fluent in Chinese