

Carmen Liñán Grueso

C/ Real, 44

18194 Churriana de la Vega

Granada

Spain

Dear Sirs,

Attached to this, I would like to send you my curriculum vitae, with the hope of being able to join your professional team.

My professional experience has basically developed in the administrative environment, of which I know how to work perfectly. I have been lucky enough to be able to develop professionally in what I liked.

Due to my knowledge of the English language, in most of the companies I have been in charge of foreign relations, both with suppliers and with clients, and although the work was not exactly as translator, I have translated many texts: budgets, invoices, shipping orders, procedure manuals, orders ...

On the other hand, I have followed a discipline of continuous recycling, throughout my professional life, so I keep up to date on the use of new technologies, social networks, etc.

Apart from the knowledge and experience acquired over the years, I have many other qualities and abilities among which are an extraordinary ability to learn, adapt to new environments and work teams, leadership and conflict resolution, and organization of teamwork.

Apart from mastering English, as I mentioned before, and being Spanish my mother tongue, I am bilingual in Catalan, since I have lived 32 years in Barcelona, and I am currently studying French.

Since January 2018, I am working as a freelance translator. Languages are my passion, and reading and writing my favorite hobbies.

Given the opportunity that the internet offers us to work in a remote way, I would like you to take into account my candidacy, as a freelance translator, working from my home.

I remain at your entire disposal to expand any information you deem appropriate.

Thank you for the attention given so far and waiting for your news, receive a cordial greeting.

CARMEN LIÑÁN GRUESO

Curriculum Vitae

PERSONAL INFORMATION

Carmen Liñán Grueso



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zoraida1993@hotmail.com

Sex Female | Date of Birth 15/10/1967 | Nationality Spanish

JOB APPLIED FOR

Administrative/Translator

WORK EXPERIENCE

January 2018 to nowadays

Freelance translator

FREELANCE JOB (Granada)

- Translation of documents, from english into spanish and from catalán into spanish, in a remote way.
- Any kind of document
- Any subject

Activity Sector Services

Marzo 2012 a Diciembre 2017

Gobernanta de Hotel

ACCIONA MULTISERVICIOS, S.A. (Granada) SPAIN

- Organization and supervision of the housekeeping department.
- Staff training
- Control of schedules, breaks and vacations
- Issuance of billing parts

Activity Sector Hostelry

March 2001 to September 2005

Administrative

RAFAEL MARQUEZ MORO Y CIA, S.A. (Sant Feliu de Llobregat) SPAIN

- Order and shipment management
- Invoicing
- Customer Support
- Help to accounts department
- Exports

Activity Sector Plumbing items supplies

June 1998 to August 2000

Administrative

NOVOBOX, S.L. (Sant Feliu de Llobregat) SPAIN

- Order and shipment management
- Invoicing
- Customer Support
- Incident and claim management

Activity Sector Manufacturing of jewelry boxes

February 1996 to June 1998

Administrative

SEFRA IMPORT EXPORT, S.A. (Barcelona) SPAIN

- Customer support
- Relationship with foreign providers
- Support to accounts department
- Invoicing

Activity Sector Machinery Trading

September 1986 to December 1993

Administration Manager

JOCLER, S.A. (Sant Feliu de Llobregat) SPAIN

- Coordination of the administrative team
- General Manager support
- Customer support (big accounts)
- Coordination of the supervision team

Activity Sector Cleaning services

EDUCATION AND TRAINING

May to November 2002

Labor Law and Social Security

400 hours training course, developed at the Chamber of Commerce of Sant Feliu de Llobregat, Barcelona.

Updating in knowledge about contracts, salaries, payrolls and social security quotations.

July to November 1995

Computer Management Applications

325 hours training course, developed at DIGITAL company, in Sant Just Desvern, Barcelona.

Updating in knowledge about computer applications and internet.

September 1981 to June 1986

FPII Administrative

Vocational Training Module, developed at Center Gabriel Torrents Camprubí, de Sant Feliu de Llobregat, Barcelona.

PERSONAL SKILLS

Mother tongue

Spanish

Other languages

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
Catalan	C1	C1	C1	C1	B2
English	C2	C2	C2	C2	C2
Certificate of Proficiency in English. University of Cambridge					

Levels: A1/A2: Basic user - B1/B2: Independent user - C1/C2: Proficient user

Common European Framework of Reference for Languages

Communication skills	Excellent verbal and written communication skills both in an office environment and with external stakeholders. Experienced at giving presentations to large audiences. Good telephone manner
Organisational / managerial skills	High negotiating skills, conflict resolution and decision making. Leadership (in my last job, I managed a team of 5/9 people) Team working skills and organisation skills acquired through my experience in coordinating different work teams.
Computer skills	Proficient with Microsoft Office programmes, Outlook and Internet Explorer. Also competent with sector specific software packages
Driving license	B