



Laura Andrea Ramírez  
**Senior Bilingual Assistant**  
**Translator**  
**ESL Teacher**

25 de mayo 786, 14° 92  
C1002 – Ciudad Autónoma de Buenos Aires  
cel: 15-5931-8211  
e-mail: lauraramirezvides@gmail.com  
Skype: lauraramirezvides  
<http://www.linkedin.com/in/lauraramirezvides/es>  
Born: February 6, 1966  
Widow  
13 years old daughter

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### **PROFESSIONAL EXPERTISE:**

**Since 1995 I worked as Executive Assistant for the following Internacional Organisms and companies, among others:**



In each of the above mentioned firms I:

- ✓ Organized webcasts and call conferences, and when needed I was called in as interpreter or translator.
- ✓ Opened, reviewed and organized incoming mail.
- ✓ Carried out the File set-up and maintenance.
- ✓ Planned departmental meetings, events and retreats. Coordinated travel and hotel reservations.
- ✓ Attended high-level meetings and summarized reports of such meetings for distribution to attendees.
- ✓ Prepared correspondence, memos, reports, office manuals and booklets. Reviewed all such correspondence for proper format, grammar and punctuation.
- ✓ Reconciled corporate credit cards accounts. Tracked expense payments.
- ✓ Prepared excel spreadsheets and powerpoint presentations for analysis on several projects.
- ✓ Extensively used Office Package and other software to achieve the desired result.
- ✓ Arranged executives' calendars and schedules
- ✓ Strategic and logistic organization in the creation a new division or reorganization of the existing one.
- ✓ Responsible of the organization of the regional team trainings and related events.
- ✓ In company services: e.g. in charge of the first Smoking Cessation Course in company to aiming all collaborators with a nearly 100 % successful result.
- ✓ Launching of the regional webpage following corporate guidelines.

**Since 1992, Freelance Translator, writer and editor:**

English – Spanish translations:

- ✓ Daily communications: e-mails, letters, reports.
- ✓ Web pages.
- ✓ Literary translations: Plays, novels, short stories, literary texts.
- ✓ Legal translations: Balance Sheets, Income Statements (profit & loss), Management Reports, By-laws, Powers of Attorney, Agreements, Articles of Incorporation, Articles of Merger, Articles of Amendment.

Clients: Arthur Andersen - Asesores Legales; Microbuyers; Tenaillon Esteban - Asesores Legales; Lisicki Litvin & Asociados; Estudio Torassa & O'Donnell - Tributario.

**From 2013 up to 2016 ESL Teacher, Centro Universitario de Idiomas, CUI and Professional Language Service, PLS**




In-company Teacher at:



**STUDIES:**

- ✓ English Translator. Universidad del Salvador (1987-1991)
- ✓ Executive Bilingual Secretary. The Bilingual Secretarial College. Mrs. Ott (1984)

**LANGUAGES:**

Language	Level of ...			
	Comprehension	Writing	Reading	Communication Skills
English	Bilingual	Bilingual	Bilingual	Bilingual
Spanish	Native	Native	Native	Native
French 	Beginner	Beginner	Beginner	Beginner
Portuguese (FUNCEB)	Intermediate	Intermediate	Intermediate	Intermediate

More detailed information and references in my LinkedIn profile:

<https://www.linkedin.com/in/lauramirezvides>