

Ana María EATON

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BACKGROUND

My experience, acquired in diverse activities, has developed my profile of very good organizer of new projects and re-organizer of defective ones. Having worked in different levels and perspectives of education has refined my ability to diagnose needs and provide solutions. This includes organizing and handing out data to the components of the working team. I feel comfortable using the most updated information tools (Word, Excel, Access, Power Point, Outlook, etc.). I can gladly take on hard work, learning, long or varying timetables and commuting. I am totally bilingual (Spanish/English). Translating, which was a secondary job before, has become my freelance main job for the last years. I have worked for laboratories in Argentina and Agencies from Italy, Peru, Bolivia and Argentina.

JOBS

Freelance Translator	as from 12/21/02
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Translations Spanish/English of medicine dossiers, authorization and clinical trials documents for the merging of two important international laboratories (over 600,000 words).

Translations English-Spanish / Spanish-English of biochemistry analyzers' Operation Manuals and Monographs (Dossiers) for the certification of drug products and medical devices in several Latin-American Countries.

Translations of general medical devices Operation Manuals.

Translations of Power Point presentations for Congresses, Workshops and Meetings.

Translations for organizations acting on UN activities on several matters: hazardous waste, product stewardship, slave labor, children labor, health, education, migration, pollution, climate change, Environmental Impact Assessments, etc.

Technical and electronic equipment.

Trados expert.

Fundación Bioquímica Argentina - Assistant	09/16/2004 – 10/27/2005
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Assistance and control of the organization, preparation and distribution of the biochemical supplies for the National Survey on Health and Nutrition (Encuesta Nacional de Nutrición y Salud del Ministerio de Salud y Ambiente de la Nación Argentina) throughout the whole country. Organization of and on-line help to the teams of Biochemists in every province. Reception, organization and control of analysis results in data bases specified by the statistic teams of the ministry and the accountant section of the Fundación Bioquímica Argentina. On-line and phone passive duty 24/7 to assist biochemists, nutritionists and phlebotomists around the country.

Jardines del Libertador – Condominium

10/2/2000 – 12/21/2002

Concierge – Costumer Care

Handing out new units to their owners, getting services (energy, gas, telephone, adsl, etc.) making known rules and regulations. Managing lists of: inhabitants, parking places, cars, keys in custody, emergency referents, etc. Scheduling of sauna, Jacuzzi, reception room, etc.

RED SA – Real Estate Developers

11/2/98 – 10/1/00

Receptionist-Assistant

Assisting head/owners: coordination of agendas and meetings; sending, controlling and distributing mail, bidding contracts, budgets and projects.

Torcuato Di Tella University (UTDT)

5/1/98 - 7/31/98

Coordinator - MBA

Assisting the Head, Eng. Luis Pereiro. Coordination of timetables; preparing, controlling and handing out programmes, class and study materials.

Business Administration School - UTDT

6/1/97 – 4/30/98

Assistant to Head, Dr. Federico Sturzenegger

Coordination of contact and meeting agenda, scheduling meetings with students and prospective-students. Coordination of timetables; preparing, controlling and handing out programmes, class and study materials for degree and post-graduate courses.

Torcuato Di Tella University - Library

2/1/97 – 1/31/98

Card Index Automation .Turning the complete catalogue into automatized and internationally accepted Bibliographic Records.

Florida Day School

8/8/96 – 3/17/97

Bilingual Secretary - Kindergarten and Primary School.

CENCAP Hotel School

2/12/96 – 3/5/96

Undersecretary

Marval, O´Farrell y Mairal

3/8/96 – 6/7/96

Secretary to Dr. Patricia Lopez Aufranc, partner of the buffet and Lecturing Professor at European and North American Universities. Assisting her at modifying privatizing contracts. Preparing and sending conference materials. Managing contact and meeting agenda.

OTHER ACTIVITIES

Assistant to Latin-American Support Manager at Hewlett Packard - Secretary/Floating Teacher Handicap School Ward - Deputy Afternoon Shift Thomas Jefferson College - English Teacher Primary Ward School - Condominiums Independent Administrator - Private Teacher for Mentally Handicapped Children - Eng. Eduardo A. Nogueras Webb Associate Assistant (Loss Settlements) - Special Teacher at Dr. Alfredo Givré Argentine Neurologic Institute - Clerk at Schering AG Laboratories - Special Teacher at Luisa Theslenco School - Clerk at AGA Argentina SA

FORMAL EDUCATION

Teacher - Ana Maria Janer Institute	1966
Professor for Mentally Handicapped Children - Argentine Reeducation Institute	1968
Teacher of English - Ward College	1998
Certificate of Proficiency in ENGLISH - U. of Cambridge (London)	1986

PERSONAL DATA

Born: November 1st, 1949 - Argentinian - Divorced - DNI: 6.254.970