

# Diana Ranchal Fernandez

**Address:** 6 Isla Hierro 3-A.  
Cordoba, Spain. 14011.  
**Phone Number:** 34 646 325 389  
**Email address:** l52rafed@gmail.com  
**Birth date:** 12/26/1987

## Personal Profile

Dedicated and highly qualified translator and interpreter. With an eye to detail, I am a proactive and self-motivated individual who loves challenges. I have a flexible approach to work and am willing to learn new things while giving my best to my employer.

## Education

### University of Cordoba– Cordoba, Spain

#### BA in Translation and Interpreting– Sep 2005/ Jul 2009

Professional training in both consecutive and simultaneous interpreting with an orientation towards international institutions.

### University of la Laguna– Tenerife, Spain

#### Master in Conference Interpreting– Sep 2010/ Jun 2011

Extensive professional training in scientific, technical and journalistic translation, CAT and both simultaneous and consecutive interpreting.

#### Skills:

- Proficiency Certificate of English
- Advanced Certificate in French (Official Language School, Spain)
- Certificate of 3<sup>rd</sup> level in Arabic at Bourguiba School, Tunisia
- Expertise in using Microsoft tools, namely Word, Excel, PowerPoint, Access, WordPerfect
- Accurate typing speed of 80 wpm
- Driving license B

## Experience

### Professional Experience

- ❖ **Spanish Teaching Assistant**, Aug 2009 – May 2010  
Williams Jewell College, 500 College Hill, MO 64068 (US)
  - Teaching Spanish language as well as Spanish literature and culture in an interactive environment.
  - Planning lesson outlines.
  - Editing and grading the students' essays and projects.
- ❖ **Responsible of the Career Orientation Services**, Sept 2008 – July 2009  
Social Council. Faculty of Arts, University of Cordoba (UCO), Spain.
  - Creating new contents and updating the career services website.

- Market research and creating databases of scholarships and internship.
  - Customer-oriented career services for students.
  - Administrative tasks and management of internships at the Faculty of Arts.
- ❖ **Translating Internship**, Feb – Aug 2008  
Almudaris Center, 3 Aguijones, Cordoba, Spain 14011
- Translating scientific and technical manuals related to autism treatment.
  - Proofreading and editing documents
  - Writing and managing e-mails in both Spanish and English.
- ❖ **Administrative Internship**, July 2007  
Twin College, London (UK)
- General administrative duties: answering the phone, replying to emails, carrying out data entry.
  - Relieve management of administrative detail, all projects.

## Working languages

- ❖ Target languages: Spanish (native), English
- ❖ Source languages: English, Spanish, French, Arabic

## Skills

- ❖ Able to work under pressure and meet tight deadlines
- ❖ Driven attitude and resourceful