

PERSONAL INFORMATION



Rubén Amancio Quaino

 Jujuy 261 - 2B, X5000KAE Córdoba (Argentina)

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 info@rubenquaino.com

 www.rubenquaino.com

Sex Male | Date of birth 14/08/1962 | Nationality Argentinian, Italian

JOB APPLIED FOR

Translator

WORK EXPERIENCE

01/06/2012

CEO

Rubén Quaino Translations

Jujuy 261 - 2B, X5000KAE Córdoba (Argentina)

www.rubenquaino.com

technical, legal and business translation; institutional/business translation and interpreting services

Business or sector translation services

02/08/1996–15/07/2012

Secretary General

Italian Chamber of Commerce

27 de Abril 424 - 5B, X5000AEJ Córdoba (Argentina)

general management, scheduling of activities, budgeting, management of special projects, organization of seminars, fairs and trade missions, organization of b2b meetings, economic and financial reporting, institutional/business translation and interpreting services

Business or sector non-profit civil association

29/07/1992–08/06/1996

Foreign Trade (Section Chief)

Ministry of Industry and Foreign Trade

Belgrano 347, X5000JQG Córdoba (Argentina)

foreign trade consultancy, import/export data reporting, organization of trade missions and b2b meetings, organization of local fairs, institutional/business translation and interpreting services

Business or sector public institution

30/07/1989–20/12/1991

Foreign Trade (Assistant)

Rigazio S.A.

Cno. Pajas Blancas Km 7, X5008 Córdoba (Argentina)

management and administration of export and import transactions, foreign customer support, translation of technical information, interpreting services

Business or sector footwear industry

26/07/1983–12/07/1987

Administration Assistant

Federico Meiners Ltda. S.A.

Moreno 2843, S3080HFE Esperanza (Argentina)

assistant to computer, accounting, suppliers and personnel sections

Business or sector tannery

2015–Present **Teacher**

Ing. Carlos A. Cassaffousth, Córdoba (Argentina)

Teacher of Technical English

Business or sector high school

2015–Present **Teacher**

Nicolás Copérnico, Córdoba (Argentina)

Teacher of Technical English

Business or sector high school

EDUCATION AND TRAINING

03/2010–12/2012 **Teacher in training**

ISCED 5

Faculty of Languages, Córdoba (Argentina)

English Grammar

Business Translation

Legal Translation

29/08/2009–31/10/2009 **Diploma in Management and Governance of Family Businesses**

Universidad Empresarial Siglo 21

Ituzaingó 484, X5000IJU Córdoba (Argentina)

Reality and Vision, Communication, Legal Issues, Protocol, Finance, Integration, Consulting

03/1988–03/1992 **English to Spanish Translator**

ISCED 5

Faculty of Languages, Córdoba (Argentina)

Spanish Grammar, English Grammar, English Language, Business Translation, Technical and Scientific Translation, Legal Translation, Literary Translation, Interpreting

03/1976–12/1980 **Expert Accountant**

ISCED 3

Escuela Normal Superior N 30 "Domingo F. Sarmiento"

Sarmiento 2644, S3080EBB Esperanza (Argentina)

Accountancy, Mathematics, Management, Geography, Foreign Language (English)

03/1971–12/1975 **Primary Education**

ISCED 1

Escuela N 314 "José de San Martín"

Av. Los Colonizadores 1190, S3080BKY Esperanza (Argentina)

Mathematics, History, Geography, Spanish, Foreign Language (English)

PERSONAL SKILLS

Mother tongue(s) Spanish

Other language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	

English	C2	C2	C2	C2	C2
Italian	C2	C2	C2	C2	C2
Portuguese	B1	B2	B1	B1	A2
French	A2	A2	A2	A2	A1

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user
Common European Framework of Reference for Languages

Communication skills

- Teamwork capacity
- Adaptability to different environments
- Experience in public relations and business communications

Organisational / managerial skills

- Leadership (responsible for a team of 5 people)
- Organization (experience in seminars and practical work)
- Special Projects Management (experience in practical work and training courses)

Digital competence

SELF-ASSESSMENT				
Information processing	Communication	Content creation	Safety	Problem solving
Independent user	Independent user	Basic user	Independent user	Basic user

Digital competences - Self-assessment grid

- Competent with most of Microsoft Office programmes
- Design programmes (Adobe Illustrator, PhotoShop, Xnview)
- Translation software (SDL Trados, Wordfast, MemoQ, Deja Vu)
- Subtitling software (Subtitle Workshop, Transtation)

Other skills

- Teacher in training at the Faculty of Languages (U.N.C.)
- Practice of tennis
- Member of Córdoba Yoga Association

Driving licence

B

ADDITIONAL INFORMATION

Seminars

- Marketing and Management for Chambers of Commerce and Business Associations (Eseneg - Córdoba, 2009)
- Training for Secretaries General of the Italian Chambers of Commerce (Assocamerestero - Italy, 2003-2005)

Courses

- Subtitling and Dubbing (Ponts Translations - Buenos Aires, 2013)
- Trados & Wordfast Management (Faculty of Languages - Córdoba, 2013)
- Proz.com's 2014 Virtual Conference
- Proz.com's 2015 Virtual Conference
- Comercio internacional para traductores e intérpretes (Proz.com, 2015)
- Traducción de normativa financiera y contable (Proz.com, 2015)
- Gestión de activos y fondos de inversión (Proz.com, 2015)

- M&A Mergers and Acquisitions Translation (Proz.com, 2015)
- Asset Management and Investment Funds (Proz.com, 2016)