

PERSONAL INFORMATION

Catalina Del Mar Monsalve Acevedo

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Sex Female | Date of birth 12/01/1991 | Nationality Colombian

PREFERRED JOB

Administration department manager

WORK EXPERIENCE

01/09/2012 – 01/10/2012

Social Internship

Natalya Shuvaeva
Speaker Language School, 660 Krasnoyarsk (Russia)

- Teaching teenagers and adults English and Spanish grammar using the main books and different material.
- Preparing lessons and prepare topics for the conversation club.

Business or sector Education

[Related document\(s\):](#)

06/09/2012 – 01/10/2012

Social Internship

Natasha Grishenko
660 Krasnoyarsk (Russia)

- Prepare English grammar and speaking lessons from 6 to 11 grade.
- Help the other English teachers in their lessons checking their homework, Asking questions and assigning homework to the students.

Business or sector Education

[Related document\(s\):](#)

28 October 2012 – 19 April 2013

Event planner and Language teacher

Sacha Ribeiro Lamin
Universidade Catolica De Brasilia BR-72000-000 Brasilia DF (Brazil)

- Planning and Organizing workshops To promote AIESEC and cultural exchange.
- Working in group with people of different countries in marketing and advertising for the different events.
- Teaching Spanish and Portuguese in the "conversation club" project.

Business or sector Education

[Related document\(s\):](#)

23 May 2013 – Present

Translator

Ganden Gyamtso
ACL MOBILE LTD Noida sector 127 Noida (India)

- Answering the Latino America clients requests.
- translating documents from English to Spanish and Portuguese.

Business or sector Information and communication

EDUCATION AND TRAINING

- 21/01/2008 – Present **Business Manager**
 Universidad EAFIT,
 -Management
 -Project management.
 -Human Resources.,
 -Marketing
 -Finances
 -Risk.
 -Sales.
 -Costumers Service.
- 16/01/2006 – 12/10/2008 **High school graduate**
 Colegio Divino Salvador, La Estrella (Colombia)
 Basic education
- 13/04/2012 – 21/04/2012 **First ID**
 International Red Cross, Medellin (Colombia)
 -Before hospital general help: Illness,dressing, transportation.
- 15/04/2011 – 20/05/2011 **Excel Dynamic Tables**
 Dedesistemas, Medellin (Colombia)
 -Curse about the use of Excel and dynamic tables as a tool to organize information.

PERSONAL SKILLS

Mother tongue(s) Spanish

Other language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C1	C1	C1	C1	B2
Portuguese	B1	B2	A2	A2	B1

Levels: A1/A2: Basic user - B1/B2: Independent user - C1/C2: Proficient user
[Common European Framework of Reference for Languages](http://www.europa.europa.eu/education/languages/framework/index_en.htm)

Communication skills
 -Respectful with each person in the work place gained through the different voluntary jobs that I had done.
 -Team spirit gained through my teaching background.

 -Good to adapt to multicultural environments gained through my work experience abroad.
 -Good communication skills gained through my teaching and organizing background.
 -Fast learning gained through the multiples jobs that I had worked.

Organisational / managerial skills

-Team work: I have worked with people from different countries in my 3 internships. I have been in my university Softball team for 2 years.
 -Leader ship: I have Lead 1 workshop project and Manage the team to reach our goal. I had been a volunteer teaching in 4 different countries.
 -I organize a workshops and a global village for AIESEC in Brazil in Universidad Catolica De Brasilia to promote the cultural exchange.

- Job-related skills** Leadership, team worker, fast learning, proactive, constructive.
- Computer skills** -Good command of Microsoft Excel and Microsoft Word.
-certification in the use Dynamic tables.
- Other skills** -Practice sports specially Softball which I train in my university team. Love to read about other cultures and management books, Love to travel and meet new people and learn about other cultures.

Driving licence B

ADDITIONAL INFORMATION

ANNEXES
