

EUROPEAN
CURRICULUM VITAE
FORMAT



PERSONAL INFORMATION

Name	Bustamante, María Constanza
Address	40, Viale Raffaello Sanzio, CP 50124, Florence, Italy / 93, Hipólito Irigoyen, CP 5000, Córdoba, Argentina
Telephone	+39 3891441422/ +54 93513090466
E-mail	mconstanzabustamante@gmail.com
Nationality	Argentinian / Italian
Date of birth	19/09/1989
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WORK EXPERIENCE

- Dates (from – to) **March 2013-up to present**
- Name and address of employer **Freelance Translator**
- Type of business or sector Translation
- Occupation or position held *Translator*
- Main activities and responsibilities
 - Specialised in alimentation, technical, journalism and tourism

- Dates (from – to) **August 2015- Up to present**
- Name and address of employer **Mummu Academy**
- Type of business or sector 194, Via Vittorio Emanuele II, Florence, Italy
- Occupation or position held Education
- Main activities and responsibilities *Spanish teacher*
 - Teaching of Spanish: individual and group lessons.

- Dates (from – to) **May 2015- August 2015**
- Name and address of employer **Enrico Giotti S.p.A.**
- Type of business or sector 592, Via Pisana, Florence, Italy
- Occupation or position held Food industry
- Main activities and responsibilities *Intern*
 - Quality control

- Dates (from – to) **February 2014-April 2015**
- Name and address of employer **Kendall School**
- Type of business or sector 2959, Herminio Malvino, Córdoba, Argentina.
- Occupation or position held Education
- Main activities and responsibilities *English teacher*
 - Teach English to children (ages ranging from 5 to 10 years old) and adolescents (First Certificate Exam level) and prepare exams to students, create workbooks and worksheets to aid learning
 - Do training Sessions to the rest of the staff in the school

- Dates (from – to)
- Name and address of employer
- Type of business or sector
- Occupation or position held
- Main activities and responsibilities

February 2014-April 2015

Texo SRL

Córdoba. Argentina.

Translation

Freelance translator

- Translation of texts in the fields of Medicine, Business and Finance.

- Dates (from – to)
- Name and address of employer
- Type of business or sector
- Occupation or position held
- Main activities and responsibilities

February 2013-February 2014

Juan Mantovani School.

Avogadro Esq. Gauss, Córdoba, Argentina

Education

English teacher

- Teach English to children (ages ranging from 7 to 9 years old)
- Prepare exams to students, create workbooks and worksheets to aid learning

EDUCATION AND TRAINING

- Dates (from – to)
- Name and type of organisation providing education and training
- Title of qualification awarded

February 2008- December 2014

National University of Córdoba. School of Languages.

Public Translator from English to Spanish and from Spanish to English

OTHER ACADEMIC ACTIVITIES

- Dates (from – to)
- Name and type of organisation providing education and training
 - Description
 - Location

May 2015 – August 2015

Scholarship Mario Olla. Awarded by the Regional Government of Tuscany.

Italian language course and internship in a local enterprise or local government office.
Florence, Italy

- Dates (from – to)
- Name and type of organisation providing education and training
 - Description
 - Location

July 2012

Scholarship Toscani nel Mondo. Awarded by the Regional Government of Tuscany.

Italian language and culture course. Università per Stranieri di Siena.
Siena, Italy

- Dates (from – to)
- Name and type of organisation providing education and training
 - Description
 - Location

March 2012 – December 2013

National University of Córdoba. School of Languages.

Helping Assistant at University (**subjects:** English Language III, English Language IV Contrastive Grammar, and Business Translation)
Córdoba, Argentina

**PERSONAL SKILLS
AND COMPETENCES**

MOTHER TONGUE
OTHER LANGUAGES

Spanish

English

- Reading skills
- Writing skills
- Verbal skills

C2
C2
C2

Italian

- Reading skills
- Writing skills
- Verbal skills

B2
B2
B2

**SOCIAL SKILLS
AND COMPETENCES**

- Excellent written and verbal communication skills.
- Ability to speak appropriately with a wide variety of people whilst maintaining good eye contact, demonstrating a varied vocabulary and tailoring my language to the audience gained as a helping assistant and as an English teacher
- Capacity to present my ideas appropriately, write and speak clearly and concisely in both languages.

**ORGANISATIONAL SKILLS
AND COMPETENCES**

- Demonstrated capacity to lead teams (responsible for groups of 10 to 20 students)
- Multi-tasking skills
- Analytical skills (capacity to analyse a situation and coming forward with a logical solution)
- Problem solving skills (capacity to not get overwhelmed and solve problems systematically)
- Decision making skills (capacity to make tough decisions at the need of the hour)

**TECHNICAL SKILLS
AND COMPETENCES**

- Advanced knowledge of Microsoft Office Package
- Working proficiency in TRADOS STUDIO SRL
- Good command of Open Office

**OTHER SKILLS
AND COMPETENCES**

- Demonstrated ability to remain calm in stressful situations.
- Enhanced cultural awareness and sensitivity to customs and cultural differences.