



## RAQUEL CHACRA TRANSLATOR AND TUTOR

FLORIDA, USA

(786) 804 1017

rakekh@gmail.com

### SKILLS

Public Relations, Customer Relationship Management (CRM), sales management, marketing and research, and advanced experience with business software.

Multilingual in 4 languages (speaking/writing/reading) at a professional level. This, among other strong attributes, has developed my leadership into providing a positive impact with every opportunity.

### EXPERIENCE

**FREELANCE** | Tampa, USA

TRANSLATOR 2016 – Present

- I translate from English, Hebrew and Portuguese to Spanish.
- Any kind of document except legal matters.

**FREELANCE ZERO GRAVITY** | Tampa, USA

TRAVELING SALES ASSISTANT December 2016 – Present

- Managed the sales in shows in convention centers around the United States.

**OROGOLD COSMETICS** | Miami, USA

SALES ASSISTANT / MANAGER

January 2016 – December 2016

- Managed the Miami store operation of sales, inventory, and employees.
- Delegated job responsibilities to employees and sales team.
- Coordinated schedules and sales development procedures.
- In the present I am a freelance sales assistant in Convention Shows around the country.

**NORWEGIAN CRUISE LINE CORPORATION, LTD** |

Miami, USA

DUTY FREE SHOPS MANAGER/SALES ASSISTANT

2014 – 2015

- Managed the sales and inventory for the perfume and cosmetic store.
- Customer relations – Utilized interpersonal and multilingual skills to provide communication for a diverse multi-cultural environment with customers and employees.
- Created product displays and marketing for successful inventory distribution.

### ABSTRACT

I am a highly motivated individual by my continuous pursuit of knowledge, excellence, and success. I have a variety of skill sets and experience that integrates my strong interpersonal skills and work ethic with analytical reasoning and innovation. My personal interest in languages, reading and writing took me to the translation area many years ago.

**MEZCAL “CHA CHA CHA”** | Mexico City, Mexico. General manager Alan Seitchner

WEB PAGE TRANSLATOR - 2013

- Translated the company's web page (six different sections) from Spanish to English.

**THE MOVIE “ADAM RESURRECTED”** | Mexico City, Mexico. Produced by Paul Schrader

TRANSCRIBER - 2014

- Made the transcription of parts of the movie in phonetics from Yiddish and Hebrew.
- Added the meaning of each word or expression in Spanish.

**PRIVATE ENGLISH TEACHER** | Barcelona, Spain and Mexico City, Mexico.

2011-2015

- I was an English teacher in Barcelona, Spain for a school year. The class was conversation, reading and listening.
- In Mexico City I was an English teacher for 5, 6, 8 and 10 years old children for 2 school years.

**DOCUMENTARY “BERNARD, TAMARAND LA MINA”** | Barcelona, Spain. Produced by Ignacio Calo

TRANSCRIBER AND TRANSLATOR – 2014

- Elaborated the transcriptions of a 45 minutes documentary in English.
- Translated the transcriptions from English to Spanish.
- *The documentary elaborates* a Hungarian couple living in the streets. *Required a high level of transcription and translation based on street noise, tough accents, and the fact that they were under the influence of drugs all the time*

**HAPPYLAND 2012, S.A.** | Barcelona, Spain

**TRANSLATOR AND INTERPRETER** May 2011 – July 2012

- Translated languages for festival contracts, brochures, emails, and website information and interpreter for the HappyLand music festival.
- Interpreter for English, Spanish, and Hebrew at the job boards, event services, and personal committee members.
- Contributed in the development and organization of activities and the festival's staff.

**PREMIER, DEAD SER COSMETICS** | Spain and Brazil

**MANAGER AND SALES ASSISTANT**

October 2008 – December 2012

- Managed the Barcelona and Brazil store's operation of sales, inventory, and employees.
- Hired, trained, and delegated job responsibilities to employees and sales team.
- Coordinated schedules and sales development procedures.

**MICHAL NEGRIN STORE** | Jerusalem, Israel

**MANAGER AND SELLS ASSISTANT**

April 2007 – October 2008

- Provided customer service including language translation of Hebrew, Spanish, and English.
- Organized store inventory, procedures, and operations.
- Sales assistant.

## EDUCATION

**VIU Valencia's International University 2016 - Present**

**TRANSLATION AND INTERPRETATION DEGREE**

**INSA School of Business, Marketing & Communication, Barcelona, Spain. Completed in 2011 – 2012**

**MASTER**

**CALAMO & CRAN, BARCELONA, SPAIN 2010 – 2011**

**PROFESSIONAL TRANSLATION FROM ENGLISH TO SPANISH**

## LANGUAGES

**SPANISH**

**ENGLISH**

**PORTUGUESE**

**HEBREW**

My mother tongue is Spanish. I speak, read and write English and Hebrew fluently. I am proficient in Portuguese.



## REFERENCES

**SANDRA SCHWARTZMAN**, GRAFIC DESIGNER.

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**JAIME SALINAS**, MANAGING DIRECTOR AT ORT MEXICO.

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