

**Noelia Cabal Cifuentes**  
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## **EDUCATION**

**Casa de Protocolo**, Madrid, Spain  
Business Protocol & International Diplomacy & Elegance, Composure & Social Etiquette  
Course - 2016

**Universidad Pontificia Comillas – ICADE**, Madrid, Spain  
Master in Legal and Financial Translation (In English and French) - 2014

**University of California, Irvine**, Irvine, California, USA  
Certificate Program in Project Management - 2012

**IEDE Business School – Universidad Europea de Madrid (UEM)**, Madrid, Spain  
**MBA** - Master of Business Administration - 2012

**Universidad de Oviedo**, Oviedo, Spain  
Bachelor's Degree (*Licenciatura*) in **Law** – 2010

**Université de Strasbourg**, Strasbourg, France  
Study abroad year in Law Studies (2009-2010)

**English School of Asturias (British School - Oviedo, Asturias, Spain)**, 2005  
- **Cambridge University Certificates**: IGCSE, AS-Level and AL-Level

## **EXPERIENCE**

**Freelance Translator** **10/2015 – Current**

**Altalingua, S.L.**, Madrid, Spain **11/2014 – 08/2015**  
*Translation agency.*

### **Project Manager and Translator**

- Managed translation projects
- Translated and revised legal, financial and technical documents from English, French and Italian into Spanish and from Spanish into English.

**Spanish Embassy**, Washington, USA **4/2014 - 7/2014**  
*Education Office of Spain in the U.S. Foreign Office of the Ministry of Education, Culture and Sport of Spain.*

### **Intern**

- Translated and revised legal and non-legal texts from Spanish into English and from English into Spanish.
- Organized different events to promote the Spanish education system.
- Executed different programs related to education between the United States of America and Spain.

**French Embassy, Madrid, Spain**

**5/2013 - 6/2013**

*Cooperation and Cultural Office of France in Spain. Foreign Office of the Ministry of Foreign Affairs of France.*

**Intern**

- Translated and revised journalistic materials from French into Spanish, and Spanish into French.
- Promotion of the French culture and language (organization of seminars, drawing up of newsletters for the Office).

**Women's Link Worldwide, Madrid, Spain**

**1/2013 - 4/2013**

*International human rights non-profit organization working to ensure that gender equality is a reality around the world through the implementation of international human rights standards and strategic work with the courts, including strategic litigation.*

**Intern**

- Translated English and Spanish legal and non-legal texts on gender crimes, human trafficking and migrant women rights into Spanish and English, including a lawsuit presented before an international committee.

**DavidTravel, Newport Beach, California, USA**

**6/2012 - 8/2012**

*Premier luxury travel designing company which customizes "Tailor-Made" itineraries around the world.*

**Intern**

- Promoted the travel company through different marketing techniques, especially developing a social media project.
- Attended meetings with suppliers.

**Gülpen & Garay Rechtsanwälte–Abogados, Berlin, Germany**

**3/2011 – 6/2011**

*German – Spanish Law Firm that represents clients before courts in Spain and Germany, specializing in Property, Corporate, Succession and Family Law.*

**Intern**

- Translated German legal texts into Spanish and English.
- Drew-up legal documents: Articles of association, lawsuits.
- Collected data and prepared materials for different legal cases.
- Researched information: Mainly on European Union law.

## **VOLUNTEERING EXPERIENCE**

**Event Organizer - InterNations, Madrid, Spain**

**11/2016 - Present**

*InterNations is a global expat network where people meet and connect internationally.*

**Hotel Residence Gloria**, Palermo, Sicily, Italy  
*Collaboration with hotel management.*

**8/2016 - 10/2016**

## **COMPUTER SILLS**

- Microsoft Office (Word, PowerPoint, Excel, Access, Publisher)
- Knowledge of SDL Trados (computer-assisted translation program)

## **LANGUAGES**

1. **Spanish:** Native Speaker
2. **English:** Bilingual. Britain School and overseas stay in Ontario, Canada.
3. **French:** Bilingual. DALF C1 and Erasmus in Strasbourg, France. Translation Course at L'Institut Français (2012-2013)
4. **German:** Fluent. Overseas stay in Wien, Austria and Berlin, Germany.
5. **Italian:** Fluent. Overseas stay in Palermo and Rome, Italy.
6. **Russian:** Basic user.

## **INTERESTS**

- Languages and cultures
- Event Organization
- Sports
- Cultural activities
- Photography

## **ADDITIONAL INFORMATION**

- Open to relocation
- Driving license