

ANDRÉS EDUARDO MELEÁN NAVA

andresmelean11@gmail.com

Nationality: Venezuelan

EDUCATION

2018 –	Master's Degree in Translation Studies and Interpreting University of Buenos Aires (courses completed). Buenos Aires, Argentina
2018 –	Master's Degree in International Relations University of Buenos Aires (courses completed). Buenos Aires, Argentina
2017	Legal Translator Licence Ministry of People's Power for Interior Relations, Justice and Peace of the Bolivarian Republic of Venezuela. Caracas, Venezuela
2006 – 2009	Law Degree Universidad Rafael Urdaneta. Maracaibo, Venezuela
2000 – 2005	General Certificate of Secondary Education Colegio Nuestra Señora del Pilar. Maracaibo, Venezuela

EDUCATION (FOREIGN LANGUAGES)

2017	Diplôme D'études en Langue Française (DELF) B2 Approved with a grade of 83.50 points
2016	Diplôme D'études en Langue Française (DELF) B1 Approved with a grade of 74 points
2015	Diplôme D'études en Langue Française (DELF) A2 Approved with a grade of 97 points
2014	Test of English as a Foreign Language (TOEFL) (Internet-based) Approved with 106 points
2014 – 2017	Alliance Française de Maracaibo Studies of the French language
2005	Language Studies International (Brighton, United Kingdom) Advanced studies of the English language
2003 – 2005	Venezuelan-American Center of Zulia State (CEVAZ) Studies of the English language. Graduated with honors

PROFESSIONAL EXPERIENCE

Jan 14 – Current date **Freelance translator and transcriber, Buenos Aires, Argentina**

- Translating (English > Spanish, Spanish > English) legal, financial, and academic documents pursuant to requests submitted by clients.

- Editing (English > Spanish, Spanish > English) the translation of legal, financial, and academic documents prepared by colleagues.
- Transcribing audios in English and Spanish from meetings and conferences pursuant to requests submitted by clients.

Nov 22 – Apr 23

Visiting Professional, Trust Fund for Victims of the International Criminal Court, The Hague, The Netherlands

- Assist the Executive Secretariat of the Trust Fund for Victims in the eligibility screening process for individual reparations in the *Al Mahdi* case. Drafting of documents related to this process, such as administrative decisions and decisions of the Board of Directors of the Trust Fund.
- Assist in the drafting and proofreading of legal submissions and update reports on the implementation of individual and collective reparations.
- Conducting extensive research on matters related to reparations.
- Attendance to meetings and taking minutes.
- Maintenance and update of the different databases used by the Trust Fund with regard to the eligibility process in the *Al Mahdi* case.
- Review and analysis of developments in situation countries reported in the daily press review.
- Assist in the preparation of the annual report of the Trust Fund for Victims. Review of reports submitted by implementing partners in particular with regard to the impact of the reparations and assistance programmes on beneficiaries.
- Drafting of a document containing a description of the confirmed charges on a case currently before the Trial Chamber. Conducting research on that case.

Sep 18 – Jul 22

Refugee Status Determination Assistant, United Nations High Commissioner for Refugees (UNHCR), Buenos Aires, Argentina

- Presiding over eligibility interviews for refugee applicants of different nationalities.
- Drafting and reviewing rulings regarding refugee applications to be considered by the Argentine National Commission for Refugees (CONARE).
- Analysing and collection of country of origin information.
- Assisting the eligibility coordinator with organizing eligibility interviews and managing the calendars of eligibility officers.
- Conducting missions to cities outside Buenos Aires. Arranging travel for such missions.
- Clerical duties to promote efficiency and good practices in the office of the Executive Secretary of the Argentine National Commission for Refugees (CONARE).

Jun 18 – Sep 18

Senior Translator, Insight Language Solutions, Buenos Aires, Argentina

- Translating (English > Spanish, Spanish > English) legal, financial, and academic documents pursuant to requests submitted by clients.
- Editing (English > Spanish, Spanish > English) the translation of legal, financial, and academic documents prepared by colleagues.

Jan 14 – Feb 18

University Lecturer, Universidad Rafael Urdaneta, Maracaibo, Venezuela

- University lecturer for the courses of Civil Procedure Law I, Civil Procedure Law II, and History of Legal Institutions.
- Preparation and review of exams.
- Academic advisor for research projects.

Jan 16 – Feb 18

Associate Lawyer, Travieso Evans Arria Rengel & Paz, Maracaibo, Venezuela

- Supervision of civil, commercial, and agrarian litigation.
- Supervision of the work performed by hired lawyers and legal assistants.
- Review and compilation of precedents from the Supreme Court of Venezuela.

- Translation (English > Spanish, Spanish >> English) of contracts and other documents required by clients.
- Attendance to meetings with clients of the firm.
- Supervision of mediation proceedings.
- Drafting of diverse judicial claims to pursue civil, commercial, and agrarian litigation entrusted by clients of the firm.
- Attendance at trial hearings and diverse procedural acts regarding civil, commercial, and agrarian litigation, such as judicial inspections, appointment of experts and document exhibitions, among others.
- Preparation of judicial writs such as previous objections, response to the merits of the claim, requests for the issuance of judicial interim measures, evidence submission, conclusions, and final observations.
- Attendance at procedural acts regarding the enforcement of interim measures and final judgments in civil, commercial, and agrarian judicial disputes.
- Supervision of proceedings before appellate courts and the Venezuelan Supreme Court regarding civil, commercial, and agrarian judicial disputes.
- Drafting of contracts, minutes of shareholders meetings and other documents. Supervision of proceedings before Public Notaries and Registry Offices.

Jan 10 – Dec 15

Hired Lawyer, Travieso Evans Arria Rengel & Paz, Maracaibo, Venezuela

- Supervision of civil, commercial, and agrarian litigation.
- Translation (English > Spanish, Spanish >> English) of contracts and other documents required by clients.
- Drafting of diverse judicial claims to pursue civil, commercial, and agrarian litigation entrusted by clients of the firm.
- Preparation of judicial writs such as previous objections, response to the merits of the claim, requests for the issuance of judicial interim measures, evidence submission, conclusions, and final observations.
- Supervision of the work performed by legal assistants.
- Drafting of contracts, minutes of shareholders meetings and other documents. Supervision of proceedings before Public Notaries and Registry Offices.

Apr 07 – Dec 09

Legal Assistant, Travieso Evans Arria Rengel & Paz, Maracaibo, Venezuela

ADDITIONAL SKILLS

I.T. Skills

- Competent user of Microsoft Office applications
- Competent user of CAT tools such as Trados Studio and MemoQ, among others.

REFERENCES

Ms. Franziska Ecklemans Legal Advisor Trust Fund for Victims-ICC Franziska.Eckelmans@icc-cpi.int	Ms. Eugenia Contarini Senior Legal Officer UNHCR contarin@unhcr.org	Mr. Hernando Barboza Partner Travieso Evans Arria Rengel & Paz hbr@traviesoevans.com
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