



Susana Arenas

Language Services Professional

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EXPERIENCE

SpanishASAP, Caracas — Freelance Translator

MARCH 2018 - PRESENT

-Translation of documents from English to Spanish using
Computer-assisted Translation tools like MemoQ and Wordbee.

Instituto Educacional Henry Clay, Caracas — English as a Foreign Language Teacher

FEBRUARY 2018 - PRESENT

-Subjects taught at the Kinder level: Phonics, Math, Spelling,
English and Spanish reading lessons, and oral skills.

-Other responsibilities: keeping track of students' daily
attendance, open class planification, checking students'
homework, checking weekly Spelling tests and end-of-year
classroom inventory.

Universidad Metropolitana (UNIMET), Caracas — English as a Foreign Language Teacher

FEBRUARY 2018 - APRIL 2018

-English language lessons for the administrative personnel and
teaching staff of this university.

-Use of *Language Leader Upper-Intermediate Coursebook* and
software.

-Educational approaches and methods used: Communicative
Language Teaching, as well as the Natural Approach and
Competence-Based Language Teaching.

English For Kids, Caracas — English as a Foreign Language Teacher

OCTOBER 2017 - PRESENT

-English language lessons for kids (ages 2-8 years old) at the
English For Kids Macaracuay Quarters.

-Educational Approaches used: Communicative Language
Teaching, as well as the Natural Approach.

-Educational Methods applied: Grammar Translation Method,
Direct Method, Audiolingual Method, Audiovisual Method,

SKILLS

EFL Teaching.
Developing speaking/writing
skills in English.
Web Content Writing.
Copywriting
Academic writing.
Proofreading.
ENG-SPA-ENG Translation.
Electronic Tools: Microsoft Office
(Excel, Word, PowerPoint,
Publisher), Wordfast Anywhere
(freetm.com), Wordfast Classic (v.
6.99), ABBY FineReader, Babylon
OS, MemoQ.

CERTIFICATIONS

**Presentation Certificate of the
11th Congress of Research and
Intellectual Creation**, hosted by
Universidad Metropolitana, from
May 21st-25th, 2018. URL:
<https://goo.gl/VFF6uV>

Business English Certificate,
Universidad Metropolitana,
November 2017. URL:
<https://drive.google.com/open?id=1tVp6LuslSqLeN7sJu6Kp9w8Tabndo2no>

**Second Foreign Language
Certificate (German)**,
Universidad Metropolitana,
January 2017. URL:
<https://drive.google.com/open?id=1w4B29rqlCeBtdaoDV9IwyS4cypVzVlfK>

**ENG-SPA-ENG Translation
Certificate**, Universidad
Metropolitana, January 2017.
URL:
<https://drive.google.com/open?id=0B11d-UY0oKowSUKiaXhhNXot>

Designer Methods (Communicative Language Learning, Suggestopedia, TPR, Natural Approach, Notional-Functional Syllabus), Competency-Based Language Teaching and Eclectic Approach.

Escuela Técnica Asistencial “Luis Rodríguez Sánchez”, Caracas — English as a Foreign Language (EFL) Teacher

JANUARY 2017 - MARCH 2017

-I worked as an English as a Foreign Language Teacher at this institution, alongside other Modern Languages undergraduate students, assisting 4th and 5th Year high school students in English as a Foreign Language at the Beginner’s Level (A1). This post served as a part of the educational services provided by UNIMET’s Community Service social project “Enseñar y Aprender”, which was coordinated by Prof. Belkis Duarte.

-Activities: Q&A-oriented exercises as a way to practice WH-questions.

-Teaching and reinforcing beginner’s vocabulary (months of the year, days of the week, naming common pets, primary and secondary colors, and plural nouns)

-Teaching and reinforcing beginner’s use of regular and irregular verbs.

-Teaching and reinforcing beginner’s use of adjectives and adverbs.

Thunder Contents, Caracas — Web Content Writer

AUGUST 2016 - DECEMBER 2016

I worked at this company as a freelance writer, in charge of editing articles for their digital magazine.

Thunder Contents Magazine: www.thundercontents.com.

Published Articles Personal Portfolio: goo.gl/gPoco9.

Research Centre for Child and Family (CENDIF), Caracas — Translator/Web Designer/Community Manager

APRIL 2016 - JULY 2016

I worked for this company as an intern in the translation of modules, handbooks and update of both the Spanish and the English version of the institution’s webpage:

Website Spanish version: gg.gg/UNIMET-CENDIF.

Website English version: gg.gg/CENDIF.

Portfolio:

<https://drive.google.com/open?id=0B11d-UY00Kowek5kUGVmbXJLVXc>

Centro Juvenil “Don Bosco”, Caracas — Teacher Assistant

JANUARY 2011 - APRIL 2011

I assessed elementary school students from nearby areas in subjects such as Math, English and Spanish orthography and grammar.

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Certificate of Attendance to the 10th Congress of Research and Intellectual Creation, hosted by Universidad Metropolitana, from May 23th-27th, 2016. URL: <https://drive.google.com/open?id=1b6Och23gT3hqVvDJqeLuVKl466D0dg6c>

Certificate of Attendance to the 9th Congress of Research and Intellectual Creation, hosted by Universidad Metropolitana, from May 19th-27th, 2014. URL: <https://drive.google.com/open?id=1eA0Fp8KSyec98hRa11sZVUsqTtZH08Zn>

Microsoft Excel 2007 Certificate, BST, July 24th, 2010. URL: https://drive.google.com/open?id=1Xdk7GMJ2nxd_i_hBkg4JiF2ELVEF1t2U1

LANGUAGES

Spanish (Native Language)

English as a First Foreign Language (B2-C1 CEFR Level)

German as a Second Foreign Language (A2-B1 CEFR Level)

French as a Third Foreign Language (A1 CEFR Level)

Italian as a Fourth Foreign Language (A1 CEFR Level)

REFERENCES

Prof. Girola Ercolino - UNIMET Head of the School of Modern Languages
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Andrea Rodríguez - English For Kids Academic Coordinator
+584122123213
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Prof. Gloria López - CENDIF Head Director and Internships Coordinator
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+584164270940
glopez@unimet.edu.ve

EDUCATION

The Open University (Alison Online Course) — *Diploma in Human Resources Revised 2017 (Graduate Studies course)*

AUGUST 2018

HR managers are often promoted as being the most valuable asset an organisation possesses. This is because HR managers coordinate relations between employees and an organisation, ensuring the health, happiness, success, and satisfaction of all employees. The course begins by describing the role of a human resources manager and the responsibilities that the role requires. The benefits of using an HR consultant, rather than an internal HR manager, will also be discussed. Following this introduction, the course delves into the HR responsibilities for recruiting and hiring prospective employees, including interview techniques and training methods. Finally, the course discusses methods for giving feedback to employees and how to receive feedback from employees, the steps involved in terminating an employment contract and explaining to the employee what their next steps should be.

Course: <https://goo.gl/hZYcLL>

LV Certificate: <https://goo.gl/ZCxyo9>

Universidad Metropolitana (UNIMET), Caracas — *Translation Certification Program (Graduate Studies course)*

SEPTEMBER 2017 - JULY 2018

I took translation-related fields, such as Text Stylistics, Translation Web Tools, Text revision and Proofreading techniques, as well as a Translation of Scientific/Technical documents courses.

Universidad Metropolitana (UNIMET), Caracas — *Bachelor's Degree in Modern Languages (Undergraduate Studies)*

SEPTEMBER 2013 - JULY 2017

Throughout my major, I took a wide range of language-related study fields, such as Text Stylistics, Audiovisual Translation, courses aimed at the study of Linguistics (Discourse Analysis, Phonetics), Language Teaching, Academic Writing assessment and World Literature Studies.

Certificates:

- A) Certificate in Business English (September 2017)
- B) Certificate in German as a Second Foreign Language (January 2017)
- C) Certificate of English-Spanish-English Translation (January 2017)

GPA: 17.42/20

**Unidad Educativa Colegio “Madre del Divino Pastor”, Caracas —
Bachelor of Sciences**

SEPTEMBER 2007 - JUNE 2012

-I worked as a Teacher Assistant for the subject of English for a short period of time (January-March 2008), including written exercises revision for First Year high school students.

-I worked as a Teacher Assistant at the Centro juvenil “Don Bosco”, in which I reinforced previous knowledge on English, Math and Spanish orthography. This post served as a Social Work requisite to obtain my High School Degree.

GPA: 17.76/20

PROJECTS

EduFuturo — Social Project Entrepreneurship

EduFuturo was a 2014 social project aimed at encouraging the teaching of values in youngsters from the 1st year of high school through their 3rd year in the U.E.E.N. Luis Beltrán Prieto Figueroa High School.

The Research Journal — Academic blog

I used this blog to publish academic texts, such as essays, short story analysis and sometimes insight on political issues or technology-related topics. URL: www.siarenasm.blogspot.com