



Diana Clavería Madrid, Spain.

Creative, organised, practical, bilingual, able to communicate well at all levels, self-motivated and enthusiastic team member accustomed to prioritising workload to ensure deadlines are achieved. Pro-active, reflective, flexible, decisive, clear minded, conscientious, reliable and hard working. Able to work independently or as part of a team. Well-presented and pleasant mannered.

SKILLS

- > Spanish / English bilingual
- > Translation and proofreading.
- > Teaching Business English and conversation.
- > Word, Excel, Outlook, Power Point, Photoshop, Illustrator, InDesign, Auto CAD LT, Sketchup 3D

JOBS

- > Pérez Castellanos. Madrid, Spain. 2018-Current.
P.A. to CEO, Project Management & P.R.
<http://www.perezcastellanos.com>
- > Centro Universitario Villanueva. Madrid. Spain. 2018-Current
Teaching Business English to "Administration and Business Management" University students
<https://www.villanueva.edu/>
- > Freelance Translator and proofreading. Madrid. Spain. 2015-Current
For clients such as Exceltic, CEU Editions and Academics.
<http://www.dyfconsultants.com>
- > Inspiralia. Madrid. Spain. 2017-Current
- Text correction (English)
- Investigation and document writing for submission to EU Horizon 2020.
<http://www.inspiralia.com>
- > Inesle. Madrid. Spain 2016-2017
English summer camp coordinator and adults teacher.
<http://inesle.com>
- > DYF Consultants. Spain/UK. 2014-Current
Support to Universities international Departments. Translation and editing.
<http://www.dyfconsultants.com>
- > Arcus Consulting. UK. 2015
Residential Architecture/Interior Design. Coordinating.
<http://www.arcus.uk.com>
- > The Emerson Group. UK. 2013-2014
Architecture.
<http://www.emerson.co.uk>
- > Woodstock Leabank. UK. 2010-2012
Designer / Space Planner / Presentation work / Client liaison.
<http://www.woodstockleabank.co.uk>
- > TADW Architects. UK. 2003-2010
Architect / Interior Designer / Graphic Designer.
<http://www.tadw.co.uk>

PROFESSIONAL EXPERIENCE ACQUIRED

Administrative & event planner

- > Dealing with people face to face, over the phone, on the internet and in writing
- > Production of documents and Spread Sheets.
- > Events planning & coordinating
- > Reception work and Bookings
- > Paper work, filing, data collecting and storing
- > Accounts and Invoice generation
- > Production of graphic presentation work

EU funding projects Consultant

Investigation and document writing for submission to EU Horizon 2020.

Educational Consultant

Establishing agreements between educational institutions

Project Coordination and Management

- > Successfully developed small projects to a bigger scale and greater effectiveness.
- > English summer camp coordinator.

Languages & Teaching

- > Oral interpreting and translating from Spanish to English and English to Spanish.
- > Teaching Spanish and English as foreign languages in a group and one to one.

Creative Artwork, Design, Graphic Design and Desktop publishing

- > Design, layout and production of brochures, handouts, display boards, web, documents with images and text, front covers and Power Point presentations to a high standard.

Architecture, Interior Design & Space Planning.

- > Projects from concept to completion
- > Liaison with all parties involved

EDUCATION

Proz Member. <http://www.proz.com>

- > Postgraduate in Architecture.
RIBA III
Royal Institute of British Architects. UK
- > Postgraduate Diploma in Architecture.
RIBA II
University of Westminster. London, UK
- > Bachelor (Honours) in Architecture.
RIBA I.
University of Westminster. London, UK

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