

# LAURA MORENO VÉLEZ

16/07/1995

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## EXPERIENCE

**MAY 2017 – SEPTEMBER 2017**

**TRANSLATOR, QUALITY ASSURANCE AND LAYOUT EDITOR**, ZENTRUM FÜR KINDLICHE MEHRSPRACHLIGKEIT (MUNICH, GERMANY)

I corrected, translated (GE < SP) and were in charge of the layout of the teaching manual “Método KIKUS”.

**JUNE 2017 – JANUARY 2018**

**TECHNICAL TRANSLATOR**, ADELL, RIESGOS Y PREVENCIÓN S.L.

Direct and reverse translation of technical documents and safety studies.

**SEPTEMBER 2018 – MAY 2019**

**ENGLISH TEACHER**, NALLAM

Classes (15-20 students) in order to prepare official Cambridge exams (A2, B1, B2). Planning of the lessons, material and tracking of the progress of the students.

**MAY 2019 – JUNE 2019**

**ENGLISH TEACHER**, I.E.S. RAMÓN CARANDE

English teacher of Compulsory Secondary Education.

## EDUCATION

**SEPTEMBER 2014 - JUNE 2018**

**TRANSLATION AND INTERPRETATION**, UNIVERSITY OF CÓRDOBA

1<sup>st</sup> and 2<sup>nd</sup> languages: English and German, respectively. I made it in association with the Translation Department. Dissertation on the translation of non-disclosure agreements.

**SEPTEMBER 2016 - JULY 2017**

**PRIV. FACHAKADEMIE FÜR FREMSPRACHENBERUFE**, SPRACHEN- UND DOLMETSCHERINSTITUT MÜNCHEN (SDI)

English and German. Mastery on interpretation.

**OCTOBER 2018 - SEPTEMBER 2019**

**MASTER'S DEGREE IN SECONDARY TEACHER'S TRAINING**, UNIVERSITY ON THE INTERNET OF LA RIOJA, UNIR

I specialized in the implementation of ICTs in the class and communicative and collaborative methodologies.

## **ATTITUDES**

- **LANGUAGE SKILLS:**
  - Spanish (native), English (bilingual), German (C1) and Chinese (A2).
  - Combinations: EN < SP, SP < EN, GE < SP.
- **CODE EDITORS:** Notepad++, HTTrack, Visual Studio Code.
- Basic knowledge of **programming languages** and mastery of Office Suite.
- **TRANSLATION SOFTWARES:** Trados, OmegaT, InelliWebSearch, MemoQ.
- **SUBTITLING SOFTWARES:** Audacity, Subtitle Workshop.
- **COMMUNICATION:**
  - Analytical skills and utmost attention to detail
  - Collaborative and teamwork skills
  - Ability to work autonomously
  - High capacity for conflict resolution
  - Knowledge to convey information using didactic skills