

PERSONAL INFORMATION

Helena Arranz Gil



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Sex Female | Date of birth 28/04/1995 | Nationality Spanish

JOB APPLIED FOR
PREFERRED JOB

Linguist
Spanish Teacher

WORK EXPERIENCE

September 2023 – now

Interpreter

German Federal Ministry for Migrants and Refugees (BAMF), Nossener Brücke 8-12, 01187 Dresden, 00499119430

- Interpreting of oral texts from German into Spanish and vice versa for Latin American refugees seeking asylum in Germany.

August 2023 – now

Spanish teacher

Wilhelmstadtschulen Oberschule, Wilhelmstraße 30, 13593 Berlin, 00493036289213

- Teaching Spanish lessons (levels A1-B1 according to the CEFRL) to teenagers with mother tongue German.

June 2023 – now

Spanish online teacher

Lingoda <https://www.lingoda.com/en/>

- Teaching Spanish lessons (all levels according to the CEFRL) to adults with different mother tongues.

February 2023 – June 2023

Front Desk Agent

Scaling Spaces, Hardenbergstraße 32, 10623 Berlin, 004930994049900

- Receptionist duties in an office rental company.

August 2022 – January 2023

Spanish teacher

Fürstenwalder Aus- und Weiterbildungszentrum gGmbH, Eggersdorfer Str. 91 - 95, 15370 Petershagen/Eggersdorf, 004933439540029

- Teaching Spanish lessons (levels A1-B1 according to the CEFRL) to teenagers with mother tongue German.

June 2022

Translator DE>EN. Project *Weisshaus* ('white house')

- Group translation of a database of a company selling alcoholic beverages

Translator EN>DE

Grampian Translation <https://www.grampian-translation.co.uk/>

- Translation of ten small letters from English to German (about 6500 words)

Translator EN>DE

Neoplus Translations <https://neoplustranslation.com/>

- Translation of three different texts from English to German (about 4000 words)

- May 2022 **Spanish online teacher**
Global LT <https://global-lt.com/>
- Teaching Spanish online to two German speaking little girls (level A1 according to CEFRL)
- Proofreader ES>DE**
Alos Centro Europeo de Idiomas (Alos European Centre of Languages):
<https://alosidiomas.com/>
- Proofreading of different texts translated from Spanish to German (about 2500 words)
- Translator ES>DE**
Alos Centro Europeo de Idiomas (Alos European Centre of Languages):
<https://alosidiomas.com/>
- Translation of different texts from Spanish to German (about 2000 words)
- February – May 2022 **Spanish teacher**
Obermayr Europa Schule. Auf dem Kleinen Feld 28, 65232 Taunusstein, Germany 00496128853760,
- Teaching Spanish lessons (levels A1-B1 according to the CEFRL) to teenagers with mother tongue German.
- February 2022 **MTPE (Machine Translation Post Edition)**
Qtrans Language Solutions (online) <https://www.qtrans.net/>
- Edition of fragments of texts translated from English into German (different topics)
- January 2022 **Translator ES>DE**
Alos Centro Europeo de Idiomas (Alos European Centre of Languages):
<https://alosidiomas.com/>
- Translation of different texts from Spanish to German (about 2000 words)
- Translator EN>DE**
The Big Word <https://en-gb.thebigword.com/>
- Translation of different texts from English to German (about 150 words)
- Translator EN>ES**
Private Client
- Translation of the personal CV of a client (about 150 words)
- Translator DE>EN**
Pactera <https://en.pactera.com/>
- Translation of 2 medical reports from German to English (about 1000 words)
- December 2021 **DTP work EN>ES**
Collegando <https://www.collegando.com/>
- Editing and checking a instruction manual of 137 pages of a medical device.
- December 2021 **Translator ES>EN**
MoniSa Enterprise <https://monisaenterprise.com/>
- Translation of a text about 1500 word long about sports.
- November 2021 **SEO content writer**
Top Content (online) <https://app.topcontent.com>
- Writing SEO content for web pages in Spanish
- September 2021- present **Spanish Language Coach (online)**

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|------------------------------|--|
| | <p>Visions International (online) https://www.visionsinternational.coach/</p> <ul style="list-style-type: none"> Teaching online Spanish lessons (level A1 according to the CEFRL) to adults, teenagers and kids with mother tongue English.. |
| September 2021- present | <p>Spanish online teacher (online)</p> <p>Berlitz Live Online (BLO) (online) https://berlitzlive.online/</p> <ul style="list-style-type: none"> Teaching online Spanish lessons (level A1 according to the CEFRL) in English to adults with different mother tongues. |
| Juni -August 2021 | <p>MTPE: Machine Translation Post Editing</p> <p>Qtrans Language Solutions (online) https://www.qtrans.net/</p> <ul style="list-style-type: none"> Edition of fragments of texts translated from German into Spanish (different topics) |
| Juni 2021 - present | <p>Spanish online teacher (online)</p> <p>Amazing Talker (online) https://es.amazingtalker.com</p> <ul style="list-style-type: none"> Teaching online Spanish lessons (different levels according to the CEFRL) in English to adults with different mother tongues. |
| May 2021- September 2021 | <p>Spanish online teacher (online)</p> <p>Sprachschule Aktiv Düsseldorf (online) https://www.sprachschule-aktiv-duesseldorf.de/en/inscription/</p> <ul style="list-style-type: none"> Teaching online Spanish lessons (level A1 according to the CEFRL) in German to adults with mother tongue German. |
| March-April 2021 | <p>Translator DE>SP</p> <p>Qtrans Language Solutions (online) https://www.qtrans.net/</p> <ul style="list-style-type: none"> Translation of fragments of texts in German into Spanish (different topics) |
| March-May 2021 | <p>Spanish online teacher (online)</p> <p>The Language Network (online) https://thelanguagenetwork.co/</p> <ul style="list-style-type: none"> Teaching online Spanish lessons (level A1 according to the CEFRL) to young adults with mother tongues Hindi and English. |
| January 2021- July 2021 | <p>Spanish online language trainer (online)</p> <p>Bicortex Languages (online) https://bicortexlanguages.com/?lang=es</p> <ul style="list-style-type: none"> Teaching online Spanish lessons to people of all ages and different levels (mostly A1 and A2 according to the CEFRL) with different mother tongues. |
| October 2019- September 2020 | <p>Wissenschaftliche Hilfskraft ('research assistant')</p> <p>Department of Romance Languages, University of Bonn, Faculty of Philosophy, Am Hof 1, 53113 Bonn, Germany +49 (228) 73-7295</p> <ul style="list-style-type: none"> Phonetic Transcriptions with the program PRAAT Analysis of language transfers from German to Spanish Support tutorships for the correction of Power Point presentations in Spanish by Undergraduate and Master students (level B2 to C2 according to the CEFRL) |
| July 2019 | <p>Spanish teacher (university)</p> <p>University of Salamanca, Plaza de Anaya, s/n, 37008 Salamanca, Spain +34 923 294 445</p> <ul style="list-style-type: none"> "Cursos Internacionales" ('International courses') Teaching Spanish (level B1 and B2 according to the CEFRL) to students from different Universities and different mother tongues. 16 hours of lessons. |
| October-December 2018 | <p>Spanish teacher (university)</p> <p>University of Salamanca, Plaza de Anaya, s/n, 37008 Salamanca, Spain +34 923 294 445</p> |

- Project "Puntal": teaching Spanish to international students of the Faculty of Philology. 16 hours of lessons. Level A2 (CEFRL)

February 2018- March 2018

Spanish teacher (high school)

IES Pintor Luis Sáez, Calle de Alfonso XI, s/n, 09007, Burgos, Spain
(+34) 947 23 82 19

- Teaching Spanish (level A1 according to the CEFRL) to a group of teenagers (aged 15-17), who had English as their mother tongue.
- Mandatory internship of the Master in Pedagogics

October 2016- July 2017

English teacher (private academy)

"Con Nota" Adacemy, Calle Vicente Aleixandre, 17, 09006, Burgos, Spain
(+34) 947 21 43 95

- Teaching English to adults and teenagers from different ages (10-20 years old).
- Giving both individual and group lesson
- Training for official Cambridge English exams: First Certificate in English (level B2 according to the CEFRL)

October 2016- January 2017

Spanish teacher assistant (university)

Spanish Courses, University of Burgos, Hospital del Rey, s/n, 09001, Burgos, Spain
(+34) 947 25 80 54

- Giving teaching assistance in Spanish courses (levels A2 and B1 according to the CEFRL)
- Participating in the development of a Spanish Saying Dictionary for students of Spanish as a second language
- Optional internship during the Bachelor

October 2015- July 2016

Studentische Hilfskraft ('assistant student', university)

Department of Spanish, Portuguese and Latinamerican Studies, University of Münster, Bispinghof 3A, 48143, Münster, Germany
(+49) 251 83-24682

- Researching bibliography for professors
- In charge of the library of the Faculty: book borrowing service

EDUCATION AND TRAINING

2019-2020

Master of Arts "Romanistik" ('Romanical Languages')

Bonn University, Bonn, Germany

- Romanical language, mostly Spanish, language, literature and culture
- Researching in linguistics skills

2018-2019

Master in Linguistics and Pedagogics "Spanish as Foreign Language Teaching"

Salamanca University, Salamanca, Spain

- Pedagogic skills about teaching Spanish as Foreign Language
- Different techniques and methods of teaching, creation of different kinds of activities and exercises for any kind of student and teaching contexts.

2017-2018

Master in Pedagogics "Máster Universitario en Profesor de Educación Secundaria Obligatoria y Bachillerato, Formación Profesional y Enseñanza de Idiomas"

Burgos University, Burgos, Spain

- Pedagogic skills about teaching Spanish Language and Literature in high schools as mother tongue
- Different techniques and methods of teaching, creation of different kinds of activities and exercises, psychology of teenagers, Spanish educational system laws

2015-2016 Academic exchange period (Erasmus + Programme)

Münster University, Münster, Germany

- Improving German level, multiculturalism skills, linguistic immersion context, translation German-Spanish subjects.

2013-2017 Bachelor in Arts in Spanish Language and Literature

Burgos University, Burgos, Spain

- Spanish language, literature and culture
- Teaching Spanish as a foreign language skills

2011-2013 International Baccalaureate Diploma Programme (IB)

IES Cardenal López de Mendoza, Burgos, Spain

More information about IB: <https://ibo.org/>

PERSONAL SKILLS

Mother tongue Spanish

Other language(s)

| | UNDERSTANDING | | SPEAKING | | WRITING |
|-----------------------------------|---------------|---------|--------------------|-------------------|---------|
| | Listening | Reading | Spoken interaction | Spoken production | |
| German | C1 | C1 | C1 | C1 | C1 |
| Goethe Zertifikat C1 | | | | | |
| English | C1 | C1 | C1 | C1 | C1 |
| Cambridge English: Advanced (CAE) | | | | | |

Levels: A1/A2: Basic user - B1/B2: Independent user - C1/C2 Proficient user

[Common European Framework of Reference for Languages](#)

Communication skills

- communication skills: I have given lessons of different languages in different tongues to a variety of students: adults and teenagers, natives and foreigners.
- intercultural skills gained through my exchange Erasmus experience: respect, tolerance and curiosity about the others. I have lived, worked and attended lessons with Germans for two years. I lived in a multicultural context due to the Erasmus and my experience working in Germany.

Organisational / managerial skills

- I have experience working with big groups. I have taught Spanish Language and Literature to two high school groups and university students groups.

Other job-related skills

DELE (Spanish Diploma) examiner accreditation: levels A1, A2, B1 and B2, Cervantes Institute, Madrid, Spain, 2018.
Examiner code: 769516

Computer skills

Microsoft Word, Power Point, Excel, ELAN, PRAAT, Prezi, Zoom, WIX, Slack, Google Meets, Skype
SLD Trados 2021, Ooona,

Other skills

Interest in everything related to art, culture and languages. Love to travel and experience different cultures.

Driving licence

B

- Certifications** DELE (Spanish Diploma) examiner accreditation: levels A1 to B2 , Cervantes Institute, Madrid, Spain, 2018.
Examiner code: 769516
- Courses**
- Accreditation DELE written skill examiners, all levels (A1-C2), Cervantes Institute, Spain, 2019
 - Accreditation DELE oral skills examiners B1-B2 courses, Cervantes Institute, Spain, 2018
 - Accreditation DELE oral skills examiners A1-A2 courses, Cervantes Institute, Spain, 2018
 - Introduction to ELE (Spanish as a Foreign Language Teaching) methodology, Cervantes Institute and Castilla y León Language Institute, Palencia, Spain, 2017.
 - German course "Übungen zum Lesenverstehen" (B2 level), *Sprachlernzentrum*, Münster University, Germany, 2015
- Conferences**
- Attendance to 52nd Congress of the European Association of Language Examiners (ALTE), Salamanca, Spain, 2018
 - Attendance to the 10th Classic Spanish Theatre Festival: "What the classic authors say about us", Olmedo, Valladolid, Spain, 2015
 - Attendance to the International Congress: "Esotericism and witchcraft in the Golden Age Literature", Burgos University, Burgos, Spain , 2015
 - Attendance to the 37th Classic Theatre Conference "Money and the Spanish comedy", Almagro, Ciudad Real, Spain, 2014.
- ADDITIONAL INFORMATION**
- Speaker in the 3rd Congress for the Impulse in Young Research IMINJO (*Impulso para la Investigación en Jóvenes*), Burgos, Spain , 2012
 - English Summer Course, John Pounds Centre, Portsmouth, England, 2011

ANNEXES