

DIEGO DIAZ

TRANSLATOR AND INTERPRETER

REACH ME AT

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PERSONAL STATEMENT

I am an energetic person with a passion for both communication and teaching. Given my experience working as a teacher and as a receptionist, I know I can easily adapt to different people and environments.

Furthermore, my educational background in communications provided me with all the tools to be a great team player. As a translator, I pay close attention to detail, skill that I consider unavoidable to transfer, tone and translate cultural elements accurately. My current goal is to further my skills in the field in a great work environment.

LANGUAGES SKILLS

- ★ Spanish
(native proficiency)
- ★ English
(professional working proficiency C1)
- ★ Arabic
(Intermediate B1)

SKILLS

- ✓ Attention to detail and perfectionist
- ✓ Proficient with Microsoft Office
- ✓ Knowledge of translation software such as SDL Trados or OmegaT
- ✓ Multicultural and multilingual skills
- ✓ Driving licence

CAREER HISTORY

RECEPCIONIST

August 2018 - present

Castle Rock Hostel
Edinburgh (United Kingdom)

- Greeting and welcoming guests
- Directing guests and answering their questions
- Dealing with bookings by phone, e-mail or face-to-face
- Handling incoming and outgoing mail

PRIVATE TEACHER

September 2015-February 2020

Cadiz and Seville (Spain)
Edinburgh (United Kingdom)

- Schedule and plan individual tutoring sessions for the students
- Provide tuition that is appropriate for the individual's needs and study level
- Prepare students for exams or tests
- Analyze student's strengths and weaknesses to ensure their progress

EDUCATIONAL TRAINING

BACHELORS DEGREE IN TRANSLATION AND INTERPRETING

(English, Spanish and Arabic)

Universidad Pablo de Olavide (Seville, Spain) -
2015-2019