



Hannia Guadalupe Mendoza Cruz

International Relations graduate

PROFILE

International Relations graduate with experience in logistics and organization activities, translation and caption. With extensive writing skills, logical reasoning, analysis, prioritize needs and problem solving.

CONTACT

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EDUCATION

National Autonomous University of Mexico

2017-2021

Bachelor's degree in International Relations, Facultad de Estudios Superiores Acatlan.

WORK EXPERIENCE

Archivo General de la Nacion (General Archives of the Nation)

July 2020- January 2021

Social Service in the General Subdirector's Office of Liaison

- Crafted articulate documents, reports, and notes detailing the illicit trafficking of documentary heritage.
- Conducted translations from Spanish to English and vice versa.
- Managed diverse databases to meticulously monitor the Subdirector's Office activities.
- Authored welcome speeches for conferences.
- Transcribed and documented participations in proceedings.
- Compiled comprehensive working minutes.
- Developed a structured documentary layout catalog.

Rev

July 2021 - March 2022

Freelancer

- Specialized in the captioning and synchronization of English subtitles for videos, movies, lectures, and conferences.

Translated

September 2021 – November 2022

Freelancer Translator and Proofreader of videogame "Genshin Impact"

- Executed translations of dialogues, missions, item descriptions, and videogame characters from Chinese to Spanish.
- Conducted thorough revision of translations and ensured accurate spelling in Chinese-Spanish translations.

The Spanish group

January 2023 – Current

Translator

- Translate a variety of legal, educational, and business documents with precision.
- Recreate document formats to closely mirror the originals.
- Undertake the capture, synchronization, translation, and formatting of product briefing conferences.

SKILLS

- Fluency in verbal and written communication.
- Proficient in the use of technological tools (Office, CAT Tools)
- Expertise in logistical control activities.
- Demonstrated capacity for analysis, reflection, and presentation.
- Versatility in adapting to diverse work environments.
- Proven ability to excel under pressure.
- Adept at prioritizing tasks.
- Keen attention to detail.

LANGUAGES

- Advanced English.
- Chinese (HSK 4).
- Basic French.

EXTRACURRICULAR ACTIVITIES

National Autonomous University of Mexico. 2019

Student Congress of International Relations at the Facultad de Estudios Superiores Acatlan.

Academic Network of International Trade and Business 2019

11th RACNI International Congress in Bogota, Colombia