





ALLYSON KARN

PERSONAL

-  **Name**
Allyson Karn
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Carrer de Manso 74
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LANGUAGES

- English ★★★★★
- Spanish ★★★☆☆
- Catalan ★



WORK EXPERIENCE

- Dec 2021 - Dec 2022** **Freelance Translator**
[TECH España, Barcelona, Spain](#)
Spanish to English translation of a wide variety of topics (university-level course material) using SDL Trados
Layout design and editing of PDFs using Adobe InDesign
Translation and editing of Articulate Storyline files
Translation of images through editing in Adobe Photoshop
- Dec 2018 - Feb 2021** **Administrative Secretary**
[HARTING Iberia, Barcelona, Spain](#)
General administrative tasks and assistance to the manager
Customer and provider support by telephone and e-mail
Collaboration with providers, travel agencies, and affiliates
Website maintenance and modifications with Drupal
Translation work from Spanish to English and English to Spanish
- Feb 2017 - Sep 2018** **Hotel Receptionist**
[Barcelona Apartment \(Derby Hotels Collection\), Barcelona, Spain](#)
Customer support in person, by telephone, and online in both English and Spanish
Booking and reservation management
Housekeeping supervision
General administrative tasks and assistance to the manager
Collaboration with travel agencies and affiliates
- Sep 2015 - Jun 2016** **English Language Teacher**
[Col·legi Sagrada Familia de Horta, Barcelona, Spain](#)
Taught conversational English to primary-aged students
Taught extra-curricular intensive English to small groups of middle school students
- Dec 2013 - Jun 2017** **Private English Tutor**
[KITH EXPERTS IN SCHOOLS, Barcelona, Spain](#)
Taught English one on one or in small groups to various age groups ranging from children to adults
- Sep 2012 - Jul 2013** **ESL Staff Assistant**
[Endeavour Elementary School, Vancouver, Washington, USA](#)
Taught English to Spanish and Russian-speaking students ages 5 to 11
Went through extensive Washington State trainings and seminars on teaching ESL
Collaborated with teachers in making lesson plans for ESL students
Translated documents from English to Spanish
Translated parent-teacher conferences and phone calls from Spanish to English
- Apr 2008 - Sep 2013** **Waitress**
[On The Border Mexican Grill & Cantina, Vancouver, Washington, USA](#)
Provide a dining service experience for guests
Present menu, answer questions and make suggestions regarding food and beverage
Deliver food and beverages to tables
Pre-bus tables, maintain table cleanliness, bus tables



EDUCATION AND QUALIFICATIONS

- Jan 2013 - Mar 2013 **Certified**
International TEFL Academy

 - Grade: A2 Excellent
 - 150 hours of coursework
 - 20 hours of student teaching practicum
 - Constructed lesson plans
 - Studied ESL curriculum

- Jun 2008 - Jul 2008 **Certificate of Completion**
Universidad de Valladolid, Valladolid, Spain

Immersed in the Spanish language and culture
Studied general education in classes taught in Spanish
Lived with a host family

- 2007 - 2010 **Associate's Degree**
Clark College, Vancouver, Washington, USA

Studied General Education
Majored in Spanish / Communications
Participated in Study Abroad Program