

M^a del Mar López
C/ Txorierrri n^o 59, 1^o izquierda
48940 Leioa (BIZKAIA)
Tel. 682 75 36 97



LANGUAGE AND LITERATURE TEACHER
Experience and fluent in two languages. All kind of levels.

37 years old, married, no children. Driving licence.

LANGUAGES

- Fluent English (spoken and written) (English Philology)
- Fluent French (spoken and written) (Official Language School in Bilbao)
- Basque (Esukaltegi in Leioa)

COMPUTING

Experienced user: Microsoft Office, Power Point, Internet, Outlook,... etc.

PROFESSIONAL EXPERIENCIE

03-10/Currently – Translator for several companies: Productora Jorge Gastón, Fundación Plan España, Nicolás Velazquez, and others

Translation of books, user manuals, informatics tutorials, etc. Correction and review of these translations.

09-08/02-10 – E-learning tutor for “Asimag Servicios Empresariales” in Bilbao.

Consulting company all over Spain with more than 250 employees. E-learning language courses tutor, solving the students' doubts, evaluating their progress with reports at the end of each course. Review of the didactic material if needed.

4-07/09-08 – Manager Assistant for “Auxin Group S.L.” in Bilbao.

Auxin Group is a consortium which groups 4 companies working mainly in the automobile industry with 12 factories (10 in Spain, 1 in Poland and 1 en Romania) and around 700 employees. I worked there as commercial administrative secretary in the export department elaborating quotations, orders, translating documents, preparing visits and international shows, telephonic and personal attention of clients and suppliers, taking the responsibility of the department every time the manager was absent.

7-06/3-07- Secretary for “Etorri Servicios Asistenciales S.L.” in Bilbao.

Company dedicated to social services: cleaning, babysitting, orientation and help for the immigrants. There I took care of the web-page translation, I was responsible with a team of selecting and coordinating the staff controlling their work and taking care of satisfying our clients.

During 2006 and 2007 I also translated a novel about the Atlantis (700 pages) and worked during 2 months for the EITB translating the Basque Government tourism web-page.

1-05/6-06- Language teacher for several companies (Ribate y Asociados, I.E.T.) and Language Schools (Centro AYALA, Second Language) in Bilbao.

I was in charge of preparing the didactic material and giving language classes (grammar, conversation) to all level students evaluating their progress elaborating exams and reports.

1-00/11-04- Secretary for “NUSIM, S.A.” in Madrid.

Exclusive representatives in Spain of foreign companies above all in the radiological protection field. My responsibilities there were: elaborating quotations, orders, translating documents and user guides of the products, preparing visits and international shows, telephonic and personal attention of clients and suppliers, invoicing and reporting year results.

7-99/12-00- Secretary for “REDONDOTRANS” in Madrid.

National and International transport agency. There I was in charge of gaining clients and controlling above all the international transports contracting carriers and following all the process to give a high-quality service.

01-98/06-99- Translator for the publishing company STATUS and Language Teacher for the primary school Quinto Centenario and for several Language schools in Alcobendas (London, La Esfera).

I was in charge of preparing the didactic material and giving language classes (grammar, conversation) to 3-7 years-old children in the primary school and to all level students in the other language schools evaluating their progress elaborating exams and reports. For STATUS, I translated several books and documents.

ACADEMIC STUDIES

UNED

Translation course. (2.004)

Official Language School (Bilbao)

French Certificate (1.998)

Deusto University

English Philology degree (1.997).
C.A.P. (1.997)

Conservatory (Burgos)

4th course of music theory and 2nd of instrument (1.992)

COMPLEMENTARY INFORMATION

Fond of reading, music and nature.