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## **Qualifications summary**

English<>Spanish; French<>Spanish translator and interpreter with fluency in all three languages. Pride in work and achievements; professional competence and adherence to professional ethics; conscientiousness and efficiency in meeting commitments, compliance with deadlines; motivation by professional rather than personal concerns; persistence when faced with difficult circumstances or challenges; calm in stressful situations. Trustworthy and discreet. Confident in interactions with individuals at all levels. With ability to multi-task effectively. Proficiency in MS Word & Excel.

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## **Professional experience**

### **FREELANCE INTERPRETER, Mexico City**

**2006 – Present**

- Offer interpreting services in English<>Spanish; French<>Spanish and other possible combinations for individuals and businesses.
- Full command of the interpreting techniques: simultaneous, consecutive and whispering.
- Experienced in English<>Spanish; French<> Spanish escort and telephone interpreting.
- Extensive knowledge of finance, economics, international relations, information and communication technology (ICT), administration, cinematography, human rights and education.
- Ability to act with the utmost discretion and to maintain confidentiality as appropriate.
- **Commitment to continuous learning** - Active in perfecting knowledge of foreign languages, of current affairs and of specialist areas.
- Manage special language-related projects and a team of independent language specialists.
- My professionalism has made me earn the trust of the following clients: TLATOLI Interpreter's agency, BANORTE, CODEX ALIMENTARIUS COMMISSION, Autonomous University of Mexico (UNAM), National Institute of Anthropology and History (INAH), HILDEBRANDO, IXE BANCO, The French-Mexican Film Festival.

### **FREELANCE TRANSLATOR, Mexico City**

**2006- Present**

- Offer English<>Spanish; French<>English translation services, for individuals and businesses, on a variety of subject matters.
- Translate English and Spanish documents and communications.
- Extensive knowledge of finance, economics, international relations, information and communication technology (ICT), administration, cinematography, human rights and education.
- Assist in creating documents and presentation materials in Spanish and English required for meetings and general communications.
- Ensure that the translation, revision, editing, report writing, document referencing, text processing and any other activity related to translation is carried out with utmost efficiency, within the specified deadlines and according to high standards.
- Also perform as Spanish Language Editor, Précis-writers and Verbatim Reporter.
- My professionalism has made me earn the trust of the following clients: DMS FRANCE, NEMAK, TEMENOS, ALAMEDA FILMS, SDI MEDIA Mexico, ZAFRA FILMS, DIGI FILM, INMOBILIK, HILDEBRANDO.

**CONFERENCE INTERPRETER LECTURER, Mexico City**

**2007 – 2008**

- Taught all subject matters related to Conference interpreting, advanced B-language training and interpretation theory.
- Administered, marked and gave feedback on assessment activities in timely and appropriate fashion.
- Maintained accurate assessment records for monitoring, feedback and reporting.
- Encouraged and developed learner self-assessment through a range of activities.
- Use evaluation of student performance to inform course and lesson review and development. Evidence from customer feedback and lesson observations.

**ENGLISH/FRENCH AS A SECOND LANGUAGE TEACHER, Mexico City 1992 – 2005**

- Delivered an excellent standard of English/French language teaching.
- Managed a huge range of activity encompassing arts, science and technology, sport, education and civil society.
- Engaged with individuals and communities of people, building long-term relationships with mutual benefits.
- Planned lessons in accordance to the learner's needs.
- Designed materials as supplement of course books.
- Analyzed individual student's abilities in core skills appropriate to the course type and course objectives.
- Monitored students' understanding of target items or skills presented; practiced them in formal and informal ways and provided accurate and useful feedback to learners.
- Administered, marked and gave feedback on assessment activities in timely and appropriate fashion.
- Maintained accurate assessment records for monitoring, feedback and reporting.
- Encouraged and developed learner self-assessment through a range of activities.
- Use evaluation of student performance to inform course and lesson review and development. Evidence from customer feedback and lesson observations.

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**Education**

**ISIT, Paris, FR** **2009**  
**MSc, Conference Interpreting**

**IHEAL, LA SORBONNE NOUVELLE, Paris, FR** **2007**  
**BA, Latin-American Studies**

**INSTITUT SUPÉRIEUR MARIA MONTESSORI, Paris, FR** **1997**  
**Montessori AMI Training Diploma**

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**Software**

Trados & wordfast, Déjà Vu X.

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**Hobbies & interests**

Photography, literature, cinema, travel & sports.