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ABOUT ME

As a proactive person, I want to work in an environment that allows me to progress and demonstrate my abilities. So I am looking for opportunities that will enable me to do so.

I consider myself a high-spirited, positive, and patient person who can work under pressure in a fast-paced environment since I can organize and prioritize tasks as needed. I can adapt to the circumstances that arise, and I can add value to the work to be done due to my quick learning ability and understanding. I have a good relationship with the public, and I express myself clearly to customers of all ages.

LANGUAGES

- Spanish (Native).
- English (Advanced; Writing - Reading - Spoken).

COMPUTER SKILLS

Knowledge of operating systems; Windows, Word, Excel, Power Point.

Office, file management, data entry, digital calendar.

E-mail management, Zoom, social media management, web communication.

Video, Audio, and Photo Editor.

EMPLOYMENT RECORD

TRANSLATION, INTERPRETATION, AND LOCALIZATION

Translation and interpretation services (freelance, long-term, and contract)

Period: Current with experience (+3 years)

Tasks: - simultaneous translation and interpretation (SPA > ENG - ENG > SPA), real-time conversation. - Create and maintain an organized space for the client to have a fluent, clear, and accurate conversation. - Be the bridge of communication and understanding between all parties involved. - Medical interpreter (+3 years exp.). Medical and legal terminology. - Written translation, subtitles. - And others.

ROMINA RAMALLO

Professional make-up

Period: 2018 - 2019

Tasks: Assistant. - Customer service. - Schedule management. - Remote assistance. - And others.

DIFUSORA LIBROS

Books supplier

Period: 2015 - 2016

Tasks: Customer service. - Desk coverage. - Sales. - Stock. - Updated record information. - And others.

ACADEMIC RECORD

Primary, Middle, and High School degree: Complete

Institution: Instituto Nuestra Señora de Fátima

Title: Bachelor's - Orientation in natural sciences

College/University Studies - Ongoing

Institution: Technological University of Cordoba /

Universidad Tecnológica de Córdoba (UTN)

Degree: Chemical Engineering