

Renaldy Sotelo Ortiz

(505) 58871917
soteloortiz21@gmail.com

EXPERIENCE

**Universal Language Services - English-Spanish Freelance
Medical Interpreter (remote)**
AUGUST 2024 - PRESENT

**Teleperformance Nicaragua - English-Spanish Medical
Interpreter**
APRIL 2022 - AUGUST 2024

**Keiser University Latin American Campus — Academic
Coordinator and Instructor**
JUNE 2011 - MAY 2021

Responsible for the academic and logistical operations of the assigned programs and schedules as well as the staff involved.

Consultores MedRoc SA — Quality Consultant
MAY 2011 - SEPTEMBER 2011

Development of a Quality Manual based on ISO 9001 at a poultry farm

**Industrias Carnicas Integradas SA — Food Safety and Quality
Inspector**
OCTOBER 2009 - MAY 2010

Supervision of GMP, POES and HACCP guidelines

EDUCATION

**International University of La Rioja - Mexico — Master in
Operations Management and Quality**
2022 - Present

**International University of La Rioja - Mexico — Diploma in
Planning and Leadership in Operations and Organizational
Processes**
October 2022 - February 2023

National University of Engineering — Industrial Engineer
2004 - 2010

Thesis: Design of the hazard analysis plan and control points (HACCP) in the Flour plant of the Chinandega industrial center of Agricorp, S.A.

**La American University — Bachelor of English with Postgraduate
Diploma in Translation and Interpretation and Didactics**
2011 - 2014

SKILLS

Use of MS Office and
Google Suite tools
Excel Intermediate
Basic skill in Power BI
Active Listening
Note-taking
Numerical analysis
Detail orientation
Leadership

ACKNOWLEDGMENTS

**Certificate of
Appreciation for
Valuable role and
Dedication (2021)**
Keiser University Latin
American Campus.

**Outstanding
Performance Award
(2019)**
Keiser University Latin
American Campus.

LANGUAGES

English - Advanced
Spanish - Native