

Ms. Carmen S.

EDUCATION

2019 **Master's in Secondary Education, Vocational Training and Foreign Language Teaching with Honors**, Pablo de Olavide University, Spain

2014 **Master's in Intercultural Communication Public Services Translation and Interpretation**, University of Alcalá de Henares, Spain

2013 **Degree in Translation and Interpreting**, Pablo de Olavide University, Spain

2011-2012, *Free-mover study abroad program student* in **School of Management and Languages** in Heriot Watt University, Scotland

2007-2008 *Erasmus student* in **Translation and Language Management School** at Lessius Hogeschool, Belgium

SPECIALISED ACADEMIC TRAINING

- ❖ Introduction to Legal English: 'the Common Law' Certificate
- ❖ *Teaching Spanish as a Foreign Language*: Metodología para la Enseñanza del Español a Extranjeros (ELE).
- ❖ *Pedagogic Education Certificate*: 'Experiencias únicas en el aprendizaje: Planteamiento Pedagógico, MT Servicios de Formación S.L.

PROFESSIONAL EXPERIENCE

2018-2019 (5 months) **Freelance legal translator and private legal English teacher** for the State Lawyer of the Andalusian Regional Government, Spain

- Official government legal translations of international, migration and criminal law procedures conducted by the Regional Andalusian government, Spain
- Assisted with translating CV, cover letter and professional experience documents to apply for Seconded National Experts in the European Commission

2018 (3 months) **In-company English teacher** at ATOS, Seville, Spain

- ❖ Three groups of nine students divided in two levels: B1 (pre-intermediate) and B2 (Upper intermediate)
- ❖ Created course materials, assessments and a syllabus for each course in English language learning.
- ❖ Trained students for the Cambridge official exams

2017-2018 (9 months) **English teacher** for *Spanish Government Educational courses* at Forencur S.L., Spain

- ❖ Taught three English language courses (Pre-intermediate, Upper intermediate and Advanced) to unemployed people through a government official training program.
- ❖ Developed a sequence of learning activities using government course objectives, curriculum standards and learning goals.
- ❖ Assessment and Evaluation of 45 students
- ❖ Provided training for Cambridge and Trinity official exams

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2016-2017 (10 months) **English teacher** at Walton Palmer S.L., Seville, Spain

- ❖ Helped students prepare for the official Cambridge exams for all Common European Framework of Reference for Languages ([CEFR](#)).
- ❖ Observed, assessed, and recorded children's progress and shared knowledge with both practitioners and parents as required.
- ❖ Focused on communication and pronunciation through the practice of speaking and listening skills.

2015-2016 (9 months) **Bilingual Executive Assistant** at Human Science and Technology School, IE University, Madrid, Spain

- ❖ Translated, proofread, and copy edited both IE-internal (English, Spanish) and commercial documents in English in conjunction with the Dean and in close coordination with the Admissions and Marketing departments.

2015 (3 months) **In-company English teacher** at the *Ministry of Defense, Ministry of Foreign Affairs and Comisión Nacional de Mercados y Valores, One to One Aula Intercultural*, Madrid, Spain

- ❖ Taught four groups of 15 highly ranked professionals in the Military field as well as government officials seeking to obtain C1-C2 (Advanced) Cambridge English Certification.

2014 (1 month) **Translator and Interpreter intern** at the Spanish National Police Directorate, Madrid, Spain

- ❖ Translated and Proofread Spanish and English documents related to criminal law
- ❖ Translated English posts of the Spanish National Police twitter account

2012-2013 (10 months) **English teacher** at Walton Palmer S.L., Seville, Spain

2011-2012 (5 months) **Spanish Teacher Assistant** at School of Management and Languages Heriot Watt University, Edinburgh, Scotland

- ❖ Conducted lectures for an undergraduate elective course on diverse topics related to Spanish language and culture.
- ❖ Designed class material and mid-term group projects
- ❖ Taught 15 university students with different nationalities

2011 (6 months) **Project Manager and Translator** at Little Shop of Translations, Antwerp, Belgium

- Manage translation projects and dealt with customers such as Kipling
- Translation and proofreading of commercial, administrative, legal and technical texts
- Text preparation (formatting)
- Proofreading of English, French, Spanish and Italian texts
- Quality check (consistency, detention of missing translations, numbers, names)

ADDITIONAL SKILLS

LANGUAGES

English:

Understanding -Listening	Reading	Spoken	Interaction	Production
C2 Advance user	C2 Advance user	C2 Advance user	C2 Advance user	C2 Advance user

()Common European Framework of Reference (CEF) level*

French:

Understanding -Listening	Reading	Spoken	Interaction	Production
B2 Independent user	C1 Proficient user	B2 Independent user	B2 Independent user	B2 Independent user

()Common European Framework of Reference (CEF) level*

Italian:

Understanding	Reading	Spoken	Interaction	Production
C1 Proficient user	C1 Proficient user	B2 Independent user	B2 Independent user	B2 Independent user

()Common European Framework of Reference (CEF) level*

Intermediate knowledge of Microsoft ® Windows and Office package (Word, Excel, Access, PowerPoint, FrontPage and advance knowledge in Outlook). Advanced knowledge of Smart Board technology and classroom settings.

VOLUNTARY SERVICES

I participated for 4 years in the American students exchange program offered by Pablo de Olavide University, helping students improve their Spanish language skills by engaging in cultural and linguistic conversations. Having a language partner who shares your interest in a distant country always makes your experience abroad much more productive and satisfactory.