

BEATRIZ MORENO ALFARO

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INTRODUCTION

English-Spanish-English Interpreter & Translator, with 17 years of experience in translation and teaching.

WORKING AND PERSONAL SKILLS

Linguistic:

- Excellent management of Spanish and English, both written and spoken.
- Basic management of Portuguese.

Translation:

- Fields of expertise: school reports and diplomas, certificates, construction, business, IT, marketing, technical manuals, website content, brochures & catalogs, reports, articles, legal documents, among others.
- Translation accuracy.
- Punctuality in delivery of work.

Personal Qualities:

- Hard-worker, efficient, responsible and proactive.
- Great disposition and motivation to face new challenges and learn.

EXPERIENCE BACKGROUND

FREELANCE TRANSLATION (since 1992 up to date)

- **BAMBOOBIZ** (Website)
- **AIG CHILE** (Articles of Incorporation)
- **CORREOS CHILE** (Project: Consultancy for Improvement of Postal Classification Process)
- **PRIVATE TRANSLATION** (Translation of diploma; certification of university transcripts)
- **AUSTRAL UNIVERSITY** (Scientific project about population distribution of fur seals in Chile)
- **TRANSPROZ INDIA** (VFS Global brochure)
- **PRIVATE TRANSLATION** (Construction drawings)
- **SAN MATEO CONSTRUCTION COMPANY** (Website on construction)
- **NEW ZEALAND GLOBAL** (Diplomas, certificates, academic transcripts and qualifications, driving licences, birth certificates, family income certificates, legal documents, medical and psychological reports, paperwork for intercountry adoption)
- **ACM LTDA. CONSTRUCTION COMPANY** (Construction)
- **BLUE COMPANY LTDA.** (IT – Bligoo Platform)
- **MALAYSIAN COCOBOARD COUNCIL** (Technical papers on cocoa)
- **PRIVATE TRANSLATION** (Technical documents)

2008 up to date

DUOC INSTITUTE

EFL TEACHER

BRIDGE LINGUATEC INSTITUTE

EFL TEACHER

1999 - 2008

EXTERNAL TRADE OFFICE – EMBASSY OF MALAYSIA

Personal Assistant to the Malaysian Trade Commissioner.

Translation of official, business and technical documents, brochures, letters.

Consecutive interpreting during meetings and promotional visits to Peru, Argentina and Malaysia.

2005

PRIVATE ENGLISH LESSONS

Preparation of student for TOEFL test.

2002 - 2003

ODEPAL CHILE S.A. INSTITUTE

EFL Teacher assigned to companies such as: Nestle Chile, BHIF, Melipilla High School (English training program for teachers)

2001 - 2002

TRONWELL S.A.

EFL Teacher.

1994

METHODIST SCHOOL

English Teacher in charge of English Program for Primary and High School (especial authorization provided by the Ministry of Education)

1994

IBESA CHILE INSTITUTE

EFL Teacher.

1992

ENGLISH-SPANISH BILINGUAL SEMINAR

Consecutive interpreting (Topic: MYTHOLOGY)

1991

CHALLENGING TOURS AGENCY

Organisation, production and heading of bilingual tour.

(Route: Santiago-Valparaiso-Viña del Mar)

EDUCATION BACKGROUND

2008

TEFL CERTIFICATION (80-hour TEFL Online Certificate)

Bridge TEFL

2003

ADVANCED CONVERSATION COURSE

International House Institute

1990 - 1993

BACHELOR DEGREE: ENGLISH-SPANISH INTERPRETER/TRANSLATOR

INCENI Institute (Interpreters College)

1986 - 1989

HIGH SCHOOL

Betsabe Hormazabal de Alarcon High School

PORTUGUESE (AUTODIDACT)