



CURRICULUM VITAE

Belén Prieto Alonso

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EDUCATION

- 2009 University Expert. Spanish as a Foreign Language. UNED.
- 2008 CAP (Certificate of Pedagogic Aptitude). Universidad Alfonso X el Sabio de Madrid.
- 2002-2007 Degree in Translation and Interpreting. *Speciality in Legal and Financial translation*. Universidad Alfonso X el Sabio de Madrid.
- 2007 *Sworn Translator*. Spanish Foreign Affairs.

ADDITIONAL EDUCATION

- 2009 Course of Legal Translation. Cámara Comercio Madrid.
- 2009 Official Teacher Training Courses. ANFAP.
- 2006 Seminary of Translation and Interpreting Skills. Entre lenguas. Universidad de Salamanca.
- 2008 Spanish Foreign Language Teaching Courses. Fundación Ortega y Gasset. Madrid.
- 2003 Erasmus University Scholarship. *Université du Littoral* (Dunquerque, France).
- 2002 Discussion-Conference: Terminology and Standardization. Universidad Alfonso X el Sabio. Madrid.

PROFESSIONAL EXPERIENCE

- 2009-Today English and Spanish teacher. Secondary Education. *El Valle*. Private School. Madrid.

2008-2009 Spanish teacher and translator. *BERLITZ* Idiomas. Alcobendas (Madrid).

2008-Today Legal, financial and sworn translations for several agencies and clients.

2006-2010 English teacher for children and adults. Madrid.

2008 Web page translator. *ENFOREX* International Language Centre. Madrid.

2007 Solicitor and linguist checker. Banesto's Web (Spanish bank). Geoban.

LANGUAGES

English: Proficiency level (spoken, written and translation).

French: Advanced level (spoken, written and translation).

Pair of languages for translation:

English-Spanish-English.

French-Spanish.

COMPUTING SKILLS

Windows and Macintosh:

- **MS Office:** Word, Excel, Access and PowerPoint. Advanced level.
- **CAT Tools:** Trados, Passolo, Idiom, Catalyst, Wordfast, Déjà Vu, etc.
- **Internet**

Lotus Notes (client-server, collaborative application owned by IBM Software Group).

Updating Web Contents Computer program: Fatwire.

Page designer: Dreamweaver..

ADDITIONAL DATA

Ability to work either in a work team as well as on my own.

Easy adaptation to multicultural environments, due to my work experience abroad.

Driving licence B-1.