Encino Viejo #5373 Los Encinos Chihuahua, Chih.

México CP 31270

Home. (614) 481.9909

Mobile. (614)161.6900

 E-mail: diana.guerrero@eticayestrategia.mx

**ACADEMIC BACKGROUND:**

2000-2004 Bachelor's degree in Information Sciences from the Universidad Autónoma de Chihuahua.

# DIANA M. GUERRERO LOZOYA OBJECTIVES

To accomplish excellence at all times in each one of the goals I strive to

reach, to be able to achieve the growth and development of the organization to which they are aimed at, as well as my own professional and personal progress.

# WORK EXPERIENCE:

→February 2011 to date, advisor in Social Responsiblity matters at Ética y Estrategia Consultores, S.C., consulting services firm, and professional english-spanish translator, as well as professional text editing.

→September 2007 to January 2011, Executive Assistant to the CEO and President of the company American Industries.

→November 2005 to June 30th, 2007, Human Resources Assesor for the Recruitment and Selection department of Banamex, support to events and personnel services.

→February 2004, I worked as second assistant of direction through the Tourism Secretariat of the Chihuahua government, for the Canadian film companies PTV Productions and Black Swan Entertainment.

→2001 Director’s Assistant in charge of the accounting department and public relations at IDECHISA Internacional, S.A. de C.V.

# COMPLEMENTARY ACTIVITIES:

→1996 French language initial course which lasted 6 months.

→1998 English language diplomat, at the Tecnológico de Monterrey Campus Chihuahua, with a total of 9 modules.

→2003 Active collaborator in the lexicography investigation project, social semantics and media language, carried out by Raúl Ávila, Doctor in Linguistics of the Colegio de México, in Distrito Federal, through a scholarship conferred by the Academia Mexicana de Ciencias (Mexican Science Academy).

→1999 to date, English-Spanish-English text translations, for institutions such as Chihuahua’s State Government and other particulars.

→On line diplomat on redaction and style correction, given by Dr. Raúl Ávila, doctor in linguistics at Colegio de México.

# LANGUAGE SKILLS:

→English : 100% at all levels

→French at translation level

# GENERAL KNOWLEDGE:

→I am a person with broad general culture, and I also possess above-average specific knowledge of the Spanish-Castilian language and the Anglo-Saxon language.

→The habit and ability to read all type of texts gives me the capacity to take quick and precise decisions and to analyze and synthesize the information to make the best use of it.

→I consider myself as a very helpful person, willing to solve any problem with the resources I have at hand to accomplish it.