María Elena López González

**Date of birth**: March 4th 1986 **Nationality**: Spanish

**Address** Diego Rodríguez de Almela 9, 4ºE, P2, Málaga, 29013  
**Mobile Phone:** 34650928878

**E-Mail** [maratardis@gmail.com](mailto:maratardis@gmail.com) **Skype:** mara.gilbert

**Education**

**2003/2009** Five-Year degree in **English Philology** (English Studies) in the University of Granada

**Languages**

**Spanish**Native speaker

**English** C2 Level

**2007** Newcastle Upon Tyne University, as a student of the Socrates-Erasmus European Program

**Work Experience**

May 2011 - Ongoing         **Diario SUR** Translator.

                                          Duties included:

-        Translation English < Spanish and Spanish < English of general texts for the newspaper, including articles and adverts.

- Special guides and dossiers making.

Feb 2011 – May 2011      **Caterpillar** Administrative Assistant.

                                          Duties included:

-       Realization of books for the Caterpillar courses.

* The drafting and design of Caterpillar catalogue.
* I am used to work in a team with native speakers in a international atmosphere.

Jun 2011 – Sept 2011       **Cemosa** Administrative Assistant.

Duties include:

- Translations and editions of projects.

Dic 2008 – Nov 2010        **Séptimo Vicio.** International Relations for Spanish Film Festivals.

Duties included:

-        Purchase and sale of movies for Film Festivals.

-        Trade and Economic Relations in the Cannes Festival.

- Festivals Catalogues translations.

Jun 2010 – March 2011   **Eurocall Congress.** Conference Assistant.

Duties included:

-        The use of computers and other technologies.

-        Give assistance to English visitors.

**Other information**

Computers:                PC y Macintosh.

                                   Microsoft Office: Word, Powerpoint, Excel.

* Communicative oral and written skills in English and Spanish.
* Experience working in an international atmosphere with tight deadlines.
* Full clean driving licence.
* Great interest and knowledge in video games, literature and cinema.