**Mónica Jeannette Ortuño Veloz**

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**PROFILE**

• Adaptability and ability to work effectively in different situations and with different people and groups.

• Highly appreciation of values and virtues that define a person of integrity.

• Innovative and proactive, based on creativity and proactivity face different situations capacity.

• Bilingual: Spanish and English fluently.

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**EDUCATION**

National Polytechnic UNIVERSITY 1980 - 1984

Quito, Ecuador

Computer Technology (Incomplete)

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**WORK EXPERIENCE**

* **Free Lance Translator**

Quito Ecuador since 2015 to today

**FUNDACIÓN “NUEVOS AMIGOS”** by River Tree Christian Church

**Assistant Director of Operations in Ecuador** and

**Legal Representative in Ecuador**

Quito, Ecuador

May 2010 – 2015.

Assisted to the CEO in his visits to Ecuador. Conduct legal proceedings in all areas; elaborate records and contracts for employees. Train national staff in English.

* **HOSPITAL VOZANDES QUITO**

**Assistant General Manager**

Quito, Ecuador

May 2008 - February 2010

Brought the Director General Agenda, overseeing all support staff in the area of ​​administration. Coordinate conferences, seminars, meetings and national and international events. Managed and channeled formalities required by the Ministry of Health and other government agencies. Established communication channels between foreign patients and other services offered by the Hospital. Organize and answered correspondence in English and Spanish. Translate all kind of books and manuals. Responsible for foreign visitors and working teams logistics, taking care of their needs in everything related with reservations and hosting.

* **HCJB WORLD RADIO MISSIONARY FELLOWSHIP**

**Guest Ministries Department Assistant**

Quito, Ecuador

May 2007 - April 2008.

In charge of logistics and complete organization for working teams coming mainly from the United States and Canada. In charge of Tours, Reservations, Work Schedules, Contacts, Confirmations, etc.…

* **Missionary Personnel Office Assistant**

July 2006 - April 2007

I was in charge of files and data management of the missionary personnel in HCJB-Ecuador. My task, due to the type of staff working must be conducted entirely in English.

* **English Language Service Department Secretary**

March 1997 - August 2004

I was in charge of traffic office, correspondence with English-speaking listeners, Using SINPO (program recording frequency data and signals via shortwave) Stationery Office. Manage of schedules, and several possible tasks related to the job in that department.

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**SOME TRANSLATED BOOKS AND TEXTS**

• THE BLUE BOOK. Current Procedure Terminology (CPT) 2009 – A manual for use in Hospital Audit Costs Payments Determination Procedures.

• HIGHLAND'S QUICHUA - David Sills [www.reachingandteaching.org](http://www.reachingandteaching.org) Ecuador Published by Editorial Abya-Yala / UPS Publications

• GOD, MEDICINE, AND MIRACLES

The Spiritual Factor in Healing.

Dr. Daniel Fountain. American Baptist International Ministries

• WHEN GOD CHOOSES, The Life of David - Keith Kaynor

Posted in Colombia.

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**OTHER STUDIES**

"THE EXECUTIVE SECRETARY IN SERVICE HOSPITALAIRIO" Seminar (2009)

"TRAINING AND LEADERSHIP" (2008)

"BE LEADING" (2008)

INTEGRAL SERVICE TRAINING: (2003) Participates as part of exhibitor staff.

DIPLOMA "LATIN AMERICAN CONFERENCE OF COMMUNICATION - LITERATURE - RADIO - TELEVISION (2002)

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**PERSONAL**

Sports and Hobbies: jogging and fitness.

Reading. Writing. Radio Production and Communication.

Voice-over for videos and websites in both English and Spanish.

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**REFERENCES**

REACH BEYOND (former HCJB GLOBAL) www.reachbeyond.org

REGION LATIN AMERICA

 Daniel Shedd

EXTREME RESPONSE

Michael Bishop