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|  | **Name:** | Raúl Guerrero Chávez |
| **Address:** | De Las Tórtolas #79 y De Las Garzas, Edf. Umbrales de Cumbayá, Dpt. 2Urbanización “La Católica” |
| **E-mail:** | raul.guerrero.chavez@gmail.com |
| **Telephones:****Skype:** | +593 98 728-5155 mobileraul.guerrero.chavez |

**EDUCATION Tiffin University, Tiffin, Ohio, EE. UU.**

 Master in Business Administration (MBA) 05/99.

 **Iowa State University, Ames, Iowa, EE. UU.**

 Bachelor of Science (Finance). 05/97.

**EXPERIENCE**

**TRANSLATOR / INSTRUCTOR**

**Quito, Ecuador**

**Jan / 05 – To Date** ***Translator / Interpreter***

1. Member # 262649 of the American Translators Association (ATA).
2. Translation from English to Spanish and from Spanish to English of all kinds of documents including technical and legal documents.
3. Interpretation (consecutive, whispering and simultaneous) from English to Spanish and from Spanish to English.

**MOONLIGHT FLOWERS**

**Quito, Ecuador**

**October / 07 – January 14** ***Sales Manager***

1. Acquisition of new accounts in foreign countries.
2. **Verbal and written communication with customers in English and Spanish.**
3. Selecting, hiring and managing new sales executives.
4. **Interpreting services for customers, farm executives and cargo agencies.**
5. Training and providing support to new sales executives.
6. Inventory management.
7. Monitoring and control of the sales team.
8. Execution of marketing projects to increase sales and revenue.
9. Negotiation and coordination with local and foreign cargo agencies.
10. Sales.
11. Customer service and support.

**ESTACIÓN DE SERVICIOS MOBIL BOLIVARIANA**

**Quito, Ecuador**

**December /03 – September / 07 *General Manager***

1. Overall management of the company.
2. Management of the company’s personnel.
3. Training of the company’s staff to improve customer service and increase sales.
4. Monitoring the compliance of requirements put in place by regulatory entities.
5. Management of insurance policies.
6. Presentation of management reports to the owners of the company.
7. Preparation of management reports using financial, accounting and marketing analysis.
8. Proposals of new financial, marketing and planning strategies to the owners of the company using management information systems.
9. Customer service.

**LLOYDS TSB BANK**

**Quito, Ecuador**

January /02 – November /03 ***Corporate Assistant***

1. Provided support for the execution of the bank’s marketing strategy.
2. **Verbal and written communication with the bank’s customers and executives in English and Spanish.**
3. **Prepared and analyzed credit lines, in English and Spanish, using financial and macro-economic analysis tools.**
4. Management of supporting customer documentation. This involved complying with the regulations set by the bank and by local regulatory agencies (Superintendencia de Bancos and Banco Central del Ecuador).

**BANCO ASERVAL S.A.**

**Quito, Ecuador**

November /99 – January /02 ***Financial / MIS Analyst***

1. Designed and prepared MIS reports (ALCO) for top management.
2. **Translated compliance manuals.**

**TIFFIN UNIVERSITY**

**Tiffin, Ohio, USA**

September /97 – May /99 ***Student Assistant***

1. Office administration

**ASSOCIATIONS**

* American Translators Association. Membership # 262649.

## ADDITIONAL INFORMATION

1. English: Fluent (Spoken and written)
2. Spanish: Fluent (Spoken and written)
3. Designed several websites
4. Practical knowledge of the following programs:
* Windows,
* Microsoft Office (Excel, Word and Power Point),
* Lotus SmartSuite (Lotus 123, Freelance Graphics. +593),
* Netscape, Internet Explorer, Chrome, E-mail,
* Computer Assisted Translation programs (Smartling, Matecat, SDL Wordserver, MemoQ)

## PERSONAL REFERENES

1. Ing. Gustavo Vásconez, Financial Consultant: 244-9350
2. Ing. Raúl Estrella (Banco Central del Ecuador): 224-2332

## PROFESSIONAL REFERENCES

* Nuno Guerreiro, CEO, Go4word (Translation Agency), **Portugal**: +351915677939
* Sandra Alonso, Project Manager, Responsive Trasnlation (Translation Agency), **Spain / United States**: +12128181102 Ext. 203.
* Dianurys Ballester, Sales Executive, STOES S.A. (Translation Agency), **Ecuador**: +593958808615
* Francisco Felix, Financial Manager, Banco Aserval (Bank), **Ecuador**: +593999754253