

KAREN SELENE RUIZ VALENCIA - Colombian ID # 1026 253779

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PROFESSIONAL SUMMARY

Dedicated Spanish-English-French and experienced translator for educational agencies in Australia as a freelancer. Able to work in multiple environments. Fluent in the languages mentioned above(English and French) with knowledge of cultural and regional variations. Excellent communicator, able to read and write as well in English and French as in Spanish.

SKILLS

- Fluent in English and French, including colloquialisms, business vocabulary, academic and technical.
- Able to read English and French.
- Knowledgeable about how culture can influence language.
- Able to read and write as well in English and French as in Spanish

PROFESSIONAL SUMMARY

Freelance translator, Aussie Access Educational Services, Australia

(April 2018 - present)

- Translate all documents needed for students to make their Australian student visa applications.
- Translate written communication between the embassy, Australian schools, agency, and students from Spanish to English and vice versa.

Freelance translator, Veta, Australia

(June 2017 - June 2019)

- Translate all documents needed for students to make their Australian student visa applications.

Private English teacher, Luis Miguel González, Bogotá - Colombia

(April 2018 - May 2018)

- Teaching in English.
- Solve the student's doubts
- Setting up the day's lessons for the student

Private English teacher with an emphasis on IELTS test, Eddixon Castillo Ulloa, Bogotá - Colombia

(May 2018 - June 2018)

- To carry out activities aimed at improving the student's performance in the IELTS test, as this test is international and is used to certify the English proficiency in accordance with the common European framework.

Part-time receptionist, Hostel Mandala, Bogotá-Colombia

(September 2017 - November 2018)

- Served as a front desk attendant, including answering phones, greeting visitors, scheduling meetings, and maintaining front lobby.
- It was the bridge of communication between the guests and the administrative staff at the hostel.

EDUCATION AND TRAINING

Universidad ECCI, Bogotá - Colombia

(February 2014 - November 2019)

Modern Languages Professional.

Université de Caen, Basse-Normandie - France

(October 2010 - September 2013)

Study of the French language as Jeune fille au-pair.

HOBBIES AND INTERESTS

An avid reader and participant in a book club, which was created by a friend and me, we meet at friends and acquaintances' homes who want to share with us their views on the books we read monthly. A participant in conversation clubs held in Bogotá for people who want to practice English or French. I enjoy drawing in my spare time, knitting handles, necklaces in beads, or with the macramé knot technique.

REFERENCES

Cindy Delgado

English and French teacher

314 291 98 55

Jhon Ramírez

Art teacher

312 498 48 02