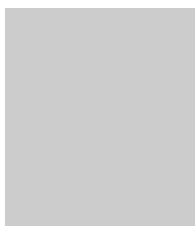


PERSONAL INFORMATION

Verónica Zamora Cuesta



 16, Av. Mar Cantábrico, P11, 2ºB. CP 33204, Gijón (Asturias), Spain

 v.zamora@hotmail.es

 www.proz.com/profile/1371421

Sex Female | Date of birth 03/01/1977 | Nationality Spanish

JOB APPLIED FOR
POSITION
PREFERRED JOB
STUDIES APPLIED FOR

Freelance EN-ES translator

WORK EXPERIENCE

dddddv

09/06/00 - 02/01/01
Bloke Ingenieros, S.L.
Furniture and office supplies
Administrative Assistant

04/16/01 - 08/14/02
Centros Comerciales Carrefour, S.A
Customer Service Department

07/06/04 - 02/16/07
Infotec Consultores, S.L.
Helpdesk to IBM

03/12/07 - 12/10/09
Rural house El Navarón
Manager

04/01/11 (got registered in IAE) -
Freelance translator
Translation of Pharmaceutical Expert Reports, Patents, Papers, Medicine, Medical Equipment, Chemistry, Chemical Engineering

01/02/13
Dibeas Trading, S.L.
Freelance translator
Administrative

EDUCATION AND TRAINING

1996/1999
Marketing and advertising
CESMA business school

2002/2004
Senior Technician in Management Information System
I.E.S Virgen de la Paz

PERSONAL SKILLS

Mother tongue(s) Spanish

Other language(s)

ENGLISH

UNDERSTANDING		SPEAKING		WRITING
Listening	Reading	Spoken interaction	Spoken production	
C2	C2	C2	C2	C2

- Communication skills**
- As a clerk in a clothing store, manager in El Navaron and Helpdesk in Infortec Consultores, S.L. I had to assist foreign customers, so I had many opportunities to speak English and to improve my ability to express myself in English.
- Organisational / managerial skills**
- As an administrative assistant in Bloke Ingenieros, S.L., manager in El Navaron, and administrative in Dibeas Trading, S.L., I had to make electronic invoices, managed customer data, perform payroll for the employees I had in my charge, make charts and reports and accounting in general, all of this using different computer programs to perform these tasks.
- Job-related skills**
- Throughout all my works I have acquired the necessary experience to compile reports and manage/lead work teams.
- Computer skills**
- Intel Core i5-4430; 8 GB RAM; antivirus software, Scanner, Laser printer
 - WINDOWS 8.1 Pro
 - OFFICE
 - ADOBE ACROBAT
 - INTERNET (CABLE, 40 MB)
 - SDL TRADOS 2007 / TRADOS STUDIO 2015 / PASSOLO
 - MULTILIZER PRO 6.0
 - Wordfast
 - Photoshop
- Driving licence**
- B