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**Ciudad Alsacia, Bogota**

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**PROFESSIONAL PROFILE**

**Master Candidate in International Studies specialized in Climate Change and Environmental Issues. Five years of experience working as a Translator English – French – Spanish in fields such as Economics, Finance and Accounting. Excellent organizational and management skills. Ability to write and edit texts in English and Spanish.**

**EDUCATION**

**Universidad de los Andes, Bogota, Colombia**

***Master in International Studies, July 2015 – Current***

**Ministry of Foreign Affairs of Colombia, Bogota, Colombia**

***Diplomatic Training Course, February 2014 – November 2014***

**Baruch College, City University of New York, New York, E.U.A.**

***Certificate in Contemporary American Business Practices – Finance Track, September 2011 – July 2012***

**Universidad de Antioquia, Medellin, Colombia**

# Translation English – French – Spanish, 2011

**WORK EXPERIENCE**

|  |  |
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| November 2016 – January 2017 | Translation Intern **ECLAC Subregional Headquarters in Mexico, Agricultural Development and Climate Change Unit**  **Mexico City, Mexico** Translation of reports and documents to be presented to partner institutions, from Spanish to EnglishTranslation of the Unit’s website, from Spanish to EnglishData collection for research projects |
| *June 2015 –*  *November 2016* | Junior Translator **Instituto Nacional de Contadores Públicos ‐ INCP**  **Bogota, Colombia**   * Translation of texts from English to Spanish, occasionally Spanish to English, mostly in the fields of Economics and Accounting * Projects and terminology management |
| June 2011– Current | Freelance Translator  * Translation of texts from English to Spanish, occasionally Spanish to English, mostly in the fields of Economics and Finance |
| June 2012 –January 2013 | ***Assistant Trainee for the Board of Directors***  **Municipal Credit Union**  **New York, E.U.A.**   * Preparation of information packages for meetings * Drafting minutes of the meetings of the Board of Directors * Administrative support for the office of the Board of Directors |