CARMEN MACHUCA

Master in Teaching Foreign Languages

Professional Translator and Interpreter

Spanish as a Foreign Language Teacher

PERSONAL INFORMATION

**Nationality:** Peruvian

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EDUCATION

**Apr 2019 Master’s Degree in Teaching Foreign Languages**

Universidad César Vallejo

**Feb – May 2014 English Language Program**

University of Victoria

 Victoria, British Columbia, Canada

**Sep – Dec 2012 English Reverse Translation Program**

ESIT Escuela de Interpretación y Traducción de Lima

**Feb 2011 Editing and Proofreading Course: Tools for Quality Control and Improvement of Translators Productivity**

 Colegio de Traductores del Perú - UNIFE - Universidad Ricardo Palma

**Aug 2010 Advanced Course in Teaching Spanish as a Foreign Language**

Instituto Cervantes - Universidad Ricardo Palma

**Apr – Jul 2010** **International Certificate in Teaching Spanish as a Foreign Language**

Universidad Ricardo Palma

**Aug – Oct 2009 Professional degree in Translation and Interpreting**

Universidad Ricardo Palma

**Aug – Sep 2006** **“SDL TRADOS 7” Techniques in Computer-Assisted Translation**

Universidad Ricardo Palma

**Mar 2001 – Jul 2006** **Bachelor’s Degree in Translation and Interpreting**

 Universidad Ricardo Palma

CONFERENCES ATTENDED

**Jun 2005** **Promoting Differentiated Learning and the Active Classroom**

  Universidad Ricardo Palma

**Jun 2005** **The English Classroom**

 Universidad Ricardo Palma

**Apr 2004** **Neuro Linguistic Programming applied to Leadership and Teamwork**

 Universidad Ricardo Palma

**Mar 2015 – Mar 2020 El Sol – Spanish School**

WORK EXPERIENCE

 Job: Spanish teacher

 Description: Group and private Spanish lessons for foreigners

**May 2017 – Oct 2017 World Communications S.A.**

 Job: Proofreader

 Description: Pharmaceutical literature proofreading (English-Spanish)

**Jul 2014 – Feb 2015 Hispana – Escuela de Español y Cultura**

 Job: Spanish teacher

 Description: Group and private Spanish lessons for foreigners

**Dec 2012 – Jan 2014** **D&M LANGUAGE SERVICES S.A.C.**

 Job: Translator

 Description: Translation of diverse literature from US clients

**Nov 2011 – Nov 2012** **MWH PERU S.A.**

 Job: Translator

 Description: Translation of mining-related literature required by mining companies

**Dec 2010 – Oct 2011 World Communications S.A.**

 Job: Spanish teacher

 Description: Private Spanish lessons for foreigners

**Oct 2010 – Oct 2011 El Sol - Spanish School**

 Job: Spanish teacher

 Description: Group and private Spanish lessons for foreigners

 **2-6 Jul 2011** **European Union Election Observation Mission (EU EOM)**

 Job: Translator

 Description: Direct translation of the Preliminary Statement issued by the EU EOM

due to the 2011 Peruvian President Election

 **Sep – Nov 2010** **Euromonitor International Inc.**

 Job: Freelance translator

 Description: Direct translation (English-Spanish) of the market studies performed by this company

**Nov 2009 – Aug 2012 Universidad ESAN**

 Job: Freelance translator

 Description: Direct translation (English-Spanish) of academic literature

**Jul 2009 – Jul 2010** **ECELA – Escuelas y Centros de Español en Latino América**

 Job: Spanish teacher

 Description: Group and private Spanish lessons for foreigners

 **Nov – Dec 2009**  **C.C.R. S.A.**

 Job: Freelance translator

 Description: Transcription and reverse translation (Spanish to English) of the audios used to conduct a market study for a Korean company

 **Aug 2008 – Dec 2009 ACTSpand Pte Ltd (www.actspand.com)**

 Job: Freelance translator

 Description: Direct translation (English to Spanish) of contracts, legal and technical literature

**Jun 2008 – May 2009 SUNAT – Superintendencia Nacional Adjunta de Aduanas e Intendencia Nacional de Técnica Aduanera**

 Job: Translation Assistant – Professional Internship

 Description: Translation of the 2008 APEC PERU CUSTOMS Workgroup emails sent to the Delegates of APEC Member Economies, interpreting and proofreading of APEC literature.

Translation of communications sent to foreign companies and translation of quality standards

**Oct 2007 – Mar 2008** **Softdeluxe, Inc.** (www.softdeluxe.com)

 Job: Freelance translator

 Description: Direct translations (English to Spanish) of software descriptions for www.freedownloadmanager.org

 **Sep 2007 – Apr 2008 VALEANA S.R.L.**

 Job: Freelance translator

 Description: Reverse translations (Spanish to English) of contracts, legal, financial and technical literature

 **Jul – Aug 2007 A. Jaime Rojas Representaciones Generales S.A.**

 Job: Intern

 Description: Direct translations (English to Spanish) of medical appliances handbooks imported by this company

COMPUTER SKILLS

LANGUAGES

Advanced

Intermediate

Basic

Native

Advanced

Intermediate

 Word Power Point Excel

 Spanish English French Portuguese