***Curriculum Vitae***

***Ms. Hayley Cochrane***

***Personal Details***

|  |  |  |  |
| --- | --- | --- | --- |
|

|  |  |  |
| --- | --- | --- |
|

|  |  |
| --- | --- |
| NameNationalityD.O.B.Place of BirthEmail AddressAddressContact Telephone  | Hayley CochraneNew Zealand European23.01.1978New Zealandhayleycochrane@ymail.comhayleycochrane2010@hotmail.co.nzCallejón Agua Fuerte No. 20Col. EmbajadorasGuanajuato 36000GuanajuatoMéxico(Cell) +52 1 (044) 473 101 7737 |

 |

 |

***Personal Statement***

I'm an independent and creative woman who strives on challenges in both my work and private life. I enjoy learning new skills and I also enjoy working within a team environment to achieve goals in the workplace.

***Education and Training***

ITTO – Certificate in TEFL (Teaching English as a Foreign Language)

* Guadalajara, Mexico – February 2005
* 140 Hours/10Hour Fully Observed Teaching Practice - Range of Situations

***Translation Skills/Details***

* Source Language **Spanish** Target Language **English** Native English Speaker
* Document Text Translation/Proofreading - Capacity 2,500 words daily
* General Text Translation
* Translation text documents such as general business correspondence, contracts, agreements, advertisements, flyers, articles, brochures, blogs, magazine/journal articles, text books, manuals, catalogues, educational materials etc.
* Microsoft Word, Excel, PowerPoint, Access, Publisher, Acrobat, Meta-Texis, Omega T

***Employment***

Translator/English Teacher

January 2011 - Current

Freelance Translator/Praxis Language School

Healthcare Worker

August 2007 – August 2010

Northlink Health and Drake Medox

English Teacher

August 2006 – March 2007

Guanajuato University

English Teacher

April 2005 – July 2006

Private Classes

Office Manager

August 2005 – December 2005

Café Zilch and Bar

Child Care Assistant

October 2004 – December 2004

Hurupaki Primary School

Office Staff/Data Entry

April 2003 – July 2004

Solutions – Healthcare Contractor

Receptionist

April 2000 – April 2001

Landpower Northland Ltd

Dental Chair side Assistant

March 1995 – March 1996

Laurie Brett Dental Surgery

***Work References***

**Douglas Goodwin Seadler** Guanajuato University Phone +52 473 732 0006 ext. 8003

goodwin@quijote.ugto.mx

**Rachel Atherton** Drake International Phone +64 021 152 4228 or +64 09 573 0463

ratherton@nz.drakeintl.com