**Michael Billett**

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**PROFILE**

* I am an experienced English & Spanish language Teacher focused on Business. Graduated at UNIP University, São Paulo, Brazil.
* Translator, Trilingual (English / Spanish / Brazilian Portuguese) / Interpreter, Trilingual (English / Spanish / Brazilian Portuguese) / Teacher, bilingual (English / Spanish)

**QUALIFICATIONS SUM UP**

* 28 years carrier, as a translator, bilingual teacher (English / Spanish) in the business area and interpreter.
* 30 years providing English and Spanish classes from A to C levels.
* Responsible, efficient and flexible.
* Excellent communication abilities, verbal and written.
* Enthusiastic, trustworthy and self-motivated.
* Experienced in customer relationships.
* Good at working under pressure, in order to meet deadlines.
* Able to work in a fast pace environment.
* Currently, the CAT tools I use more frequently are Memo Q and Word fast

 **ACADEMIC FORMATION AND LANGUAGES**

* **Career and Graduation in Administration and International Commerce. Concluded in 2008 (UNIP) São Paulo, Brasil.**
* **Course at Aduaneiras, São Paulo Brazil (focused in Comex and Logistics)**
* **English - native / Spanish -native / Portuguese- Fluent / French - basic**

**WORKING HISTORY**

Jan 2012 – till today **Business Language Consultant for English and Spanish. Translator, mainly carrying out job ∕ projects in the Medical, Business Services, Financial, Sales, International Transportation, Travel and Tourism, HR, Legal and Law, Automotive, Telecommunication, Aeronautics, Miscellaneous**, **Biochemical, General, and other areas, for these language pairs: Eng.-Spa – Brazilian Portuguese ; Interpreter**, **Proofreader.**

Dec 2010 – Jan 2012 **Empanadas La Rioja**

* **Administrative and Sales Manager**
* Also, a part time Freelance teacher, translator and Interpreter.

Nov 2007 – Nov 2010 **Entrepreneur Empanadas La Lucila**

* **Diretor**
* Also, a part time Freelance teacher, translator and Interpreter.

Nov 2006 – Jul 2007 **HYC Logística –** Korean company, specialized in Freight Forwarding and logistics.

* **Account Executive**
* Also, a part time Freelance teacher, translator, and Interpreter.

Jan 2005 – Jan 2006 **CNTU** – Central Nacional de Transportes Urgentes.

* **Account Executive**
* Also, a part time Freelance teacher, translator, and Interpreter.

Aug 2002 – Dec 2004 **CONSULTORIA** **MB** – Autonomous activities in order to resolve problems in the sales, operations and logistics areas (air / sea). Also, a full-time Freelance teacher, translator, and Interpreter

Jan 2002 – Jul 2002 **OCASA** Courier Ltd. – Argentina Courier logistics company, focused in the transport of Biological Material, National, and internationally.

* **Operations Supervisor**

May 2000 – Mar 2001 **CALBERSON DO BRASIL** – French company focused on Freight Forwarding and logistics.

* **Sales Manager**

Aug 1998 – Dec 1999 **EMERY WORLDWIDE** – American company, focused in Freight Forwarding.

* **Global Account Manager**

Feb 1997 – Aug 1998 Full-time Freelance teacher, translator, and Interpreter

Apr 1996 – Feb 1997 **NORGE TRANSPORTES INTERNACIONAIS LTDA** – Brasil, Company focused in Logistics services and projects.

* **Account Executive**

Aug 1991 – Apr 1996 **FEDERAL EXPRESS CORP (FEDEX)** – **Brasil/Argentina**

American Multinational company, focused in courier, Logistics and Supply chain services.

Federal Express – **São Paulo** (1994 /1996).

* **Customer Service Agent (cargo Dept.)**

Federal Express – **Argentina** (1991/1994)

* **Customer Service Agent and Supervisor**

1988 - 1990 **SICU IMP Y EXP. S.A** – Argentina (Buenos Aires)

The company was focused on the import/export segment and a representative for other companies.

* **Account Executive, Trader, and Sales Coordinator**

1986 – 1988 **DHL INTERNACIONAL S.A** – Argentina (Buenos Aires)

American Multinational company, focused in courier and, Logistics services.

* **Imp./Exp.** **Supervisor** (1988)
* **Import and Export** **Assistant** (1987/1988)
* **Courier** (1986/1987)

**TRAVELLING**

* The USA, to visit FedEx’s Worldwide Logistics Distribution Center (Memphis), other cities
* Argentina, Chile and various Brazilian cities.
* UK and Canada.