**CURRICULUM VITAE**

**Raquel Navarro Jordi**

**English - Spanish Legal Translator and Interpreter.**

**PERSONAL INFORMATION**

**Name: Raquel**

**Surnames: Navarro Jordi**

Date of birth: 3rd of November of 1976

Place of birth: Tenerife, Canary Islands, Spain.

Actual address: Staines upon Thames, Middlesex**, U.K.**

Contact telephone number (24h): 0044. (0) 7540624320

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**LANGUAGES**

**Mother Tongue: Spanish**

**Second language: English (proficiency)**

Third language**: Russian** (**intermediate** level, written, read and spoken)

Fourth language: **German, Portuguese and Japanese** (**basic** level)

**EDUCATION**

**- E.G.B.** (8 years)

**- B.U.P.** (3 years) Maths, Humanities, Arts and Languages

**- C.O.U.** (1year) **Humanities, Modern languages, Classic Latin and Greek.**

**- University of La Laguna: English and Spanish Linguistics (3 years) (Filología Inglesa)**

**- UNED University** (1 year) **English linguistics (Filología Inglesa)**

**- The London Academy of English** (6 months) English proficiency

**- TRADYCON S.L.** (3 months) Course and training for translation and interpreting in airports and for the airline industry.

**- D.P.S.I. Diploma in Public Service Interpreting in the U.K. (Institute of Linguistics U.K.** – Hammersmith and Fulham) 1 year Preparation course to take the DPSI exam for Legal and Public Service Interpreting and translation.

**- London Metropolitan University** (1’5 years - up to now**) BA HONS on Applied Translation**

**EMPLOYMENT HISTORY AND WORK RELATED EXPERIENCE**

1. **Iberia Airlines (actual IAG)**

From 1999 to 2003

**Position:** Airline Ground Staff with bilingual skills

**Languages: English, Spanish and Russian**

**Duties:** Customer services, Check-in, Administrative work including translation as well as working in the airline international information desks.

1. **TRADYCON AENA S.L.**

From 10/2002 to 03/2003

**Position**: Airport hostess and **Translator and interpreter for the airport authorities**.

**Languages: English, Spanish and Intermediate Russian**

**Duties:** Different kinds of translation related to the travel industry, from customer service, to flight operations and to police or immigration matters or documents. Written translation and oral interpreting were included as well as carrying out different activities related to protocol. Translation and interpreting for the Spanish Immigration service at the airport was also part of my duties.

1. **Monarch, Japan Airlines and Spanair.**

From 2004 to 2008

Porsition: **C**abin Crew with bilingual skills

**Languages: English, Spanish and Russian**

**Duties:** The ones related to the cabin crew role as well as “route ambassador” because of the language skills and also the airline representative in the Star Alliance meetings for Spanair, where most of **the duties are related to translation, whispered and simultaneous interpreting and protocol.**

1. **GB Airways Ltd.**

From 11/2006 to 10/2007

**Position: supervisor** for both operations and customer service department with bilingual skills.

**Duties: Management** and a wide range of administrative tasks involving the use of bilingual skills as well as translation of official documents of the airline and interpreting.

1. **ASELCON Asesores Laborales S.L.**

From 2008 (until now)

**Position: Legal Translator and Interpreter. (Freelance)**

**Duties:** ASELCON is a group of Spanish legal advisors, experts on **Work Law**. I have been **providing Legal translation and Interpreting** for them as a freelance professional until now.

1. **British Midland International**

From 2009 (until now)

**Position: Cabin Crew with bilingual skills and route ambassador.**

**Duties**: the ones related to cabin crew but with the specific to the language skills, including translation and interpreting when required.

1. **Experience working as a freelancer:**
* A wide variety of Legal documents.
* General purpose documents, travel and tourism.
* Technical translation for a flag carrier airline: parts of operation manuals, check-in manuals and customer service related documents.
* Translation of several C.Vs. within the airline and tourism industry.
* Interpreting and translation for the airport police and immigration services.
* Translation of several newspaper articles for some independent websites.

**The Professional**

I am a very committed professional who enjoys facing new challenges, always providing the highest standards and in a constant search for perfection in my work. I am very organised and respectful with deadlines. My skills for time management on both long and short term projects are very good. I am a very flexible and dynamic professional who can work perfectly within a team or on my own and I have a long experience on both kinds of work. Translation and interpreting is the profession I love and I always try to provide the best quality by being precise, concise and reliable.

**Interests and Hobbies**

Reading, Architecture, Music and Sports: Triathlon, surfing and scuba diving. I also love travelling, learning languages and cooking.

**References**

 Professional references are all available on request as well as fragments from my previous works on translation and my portfolio.