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| Rosario De Leon | | |
| ID Number: 001-0175684-9.  Calle 3ra No. 15, Apt. B1, Res. Shira Maria, Los Restauradores , (809)534-0363-Home, (829)327-1532-Cel [brittalek.91@gmail.com](mailto:brittalek.91@gmail.com) | | |
| **Objectives** | | |
| To empower others with knowledge that I possess, as well as, learning new things, ideas, points of view and perspectives from the experience and knowledge of others. And continue to grow in both the Administrative Field and the Educational field. | | |
| **Experience** | | |
| 06/1993 to 12/1993 | Rehabilitation of Power Generating Plant, Haina V. | Santo Domingo, Dom. Rep. |
| Office Manager | | |
| 12/1993 To 05/1995 | Caribbean Telephone Company, Call Center | Santo Domingo, Dom. Rep. |
| Shift Supervisor and Human Resource Manager | | |
| 6/1995 TO 10/1996 | Asociación de Hoteles Santo Domingo | Santo Domingo, Dom. Rep. |
| Executive Director | | |
| 1/1997 TO 02/2001 | Berlitz Language Center | Santo Domingo, Dom. Rep. |
| English/Spanish Teacher   |  |  |  | | --- | --- | --- | | 03/1997 TO 07/2003 | Private Classes in different companies | Santo Domingo, Dom. Rep. |   English Teacher   |  |  |  | | --- | --- | --- | | 08/2003 TO 06/2005 | Colegio Pre-Universitario Lux-Mundi | Santo Domingo, Dom. Rep. |   English Literature Teacher   |  |  |  | | --- | --- | --- | | 08/2003 TO 06/2005 | Colegio Pre-Universitario Lux-Mundi | Santo Domingo, Dom. Rep. |   Supervisor of School Newspaper and Theater club   |  |  |  | | --- | --- | --- | | 08/2008 TO 02/2014 | Instituto Tecnológico de Santo Domingo | Santo Domingo, Dom. Rep. |   English/Spanish Teacher   |  |  |  | | --- | --- | --- | | Current | Private classes and periodical translations | Santo Domingo, Dom. Rep. |   English Teacher/english-spanish translator | | |
| **Education** | | |
| 8/1973 TO 06/1975 (2 semesters) | Montgomery College-Rockville | Maryland, Washington DC. |
| General studies   |  |  |  | | --- | --- | --- | | 08/1973 TO 06/1975 (2 semesters) | University of Maryland-College Park | Maryland, Washington DC. | | sOCIAL STUDIES | | |  |  |  |  | | --- | --- | --- | | 11/2003 TO 09/2004 | Pontificia Universidad Católica Madre y Maestra | Santo Domingo, Dom. Rep. | | Diplomado Habilitacion docente/teaching certification  **Continuing EDUCATION**   * Translator of English/Spanish-Spanish/English Institute of Languages, New York. * New York (Life Equivalent Examination). * Human Relations Course. * Insurance Technician Course. * Consumer Sales Course. * Administrative Techniques for Secretaries. * Business English Course. * ESL English Training Course-Instituto Dominico-Americano 1979. * Berlitz Language Center Training Course 1997. * Managerial Formation and Development Course.   **conferences**   * English Language Teaching Tri-Conference, March 2008. * INTEC, Simposio Internacional Certificación Docente y Calidad Educativa, October 2008. * Taller de Educación de los Aprendizajes, May 2011.   **certifications**   * TOEIC – Test of English for International Communications. * Contact Center Agent Skills Training Program 2008.   **awards**   * English Immersion Program MESCyT-INTEC, November 2011. * Premio a la Excelencia, October 2011. * Honorable Mention “World of Poetry”, Competition 1988.   **Hobbies**   * Poetry Writer; Published poems in school newspaper and the book “World of Poetry”. | | | | | |