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| **PERSONAL INFORMATION****Name and Surname :** Nieves Ubeda Castañeda**Nationality :** Spanish**Age :** 22 years**Driving license :**B**Address :** Calle Fernando el Catolico 62, 2 Int Izq 28015 Madrid**Telephone :** +34633387752 / +447466279937**E-mail :** nievesubedacastaneda@gmail.com |

**WORK EXPERIENCE**

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|  2014 2013-2014 |    | **INTERNATIONAL RELATIONS MANAGER** at Universidad Rey Juan Carlos (Madrid)**SPANISH LANGUAGE ASSISTANT** at Beaumont School (St. Albans) Teach conversational and writing skills to students in year 11-13. |
|  2009-2013 |  | **PRIVATE LESSONS** (Spain) Taught private lessons: English, Spanish, French, Chinese and German. . |
|  2012-2013 2011-2012 2011 2010-2011 2007-2014 (periods of time: summers weekends, part-time) |  | **CONFUCIOUS INSTITUTE OF MADRID** (Spain) Teaching assistant in exams in HSK and YCT. Helping students and giving information about Chinese exams. Overseeing students during their exams. Providing information about courses to the student’s family. Internship at **CONFUCIOUS INSTITUTE OF MADRID** (Spain) Worked as a secretary (2012).**TRANSLATOR** (Czech Republic)Translated the book “Ucebnice cínské konverzace” (Chinese-Czech version) to Chinese-Spanish version.**TRANSLATOR** (Spain) Translated a webpage into English, French and German of a hostel: “Hostal Valdepeñas” http://www.hostalvaldepenas.com/es/ofertas.html**MOODLE PLATFORM SUPPORT** (Spain) Learning, teaching and supporting Moodle webpage at the Autonomous University of Madrid. **TEXTILANDIA** (Spain) Shop assistant, customer assistant and storekeeper. |

**EDUCATION AND TRAINING**

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|  2013-2015 |    | **MASTER IN INTERNATIONAL ECONOMIC RELATIONS** at The Global Business School (Tarragona) |
| 2013 2009-2013 |  | Course in **INTERNATIONAL BUSINESS AND MARKETING** in “Inn-formacion” (Emagister) Degree in **MODERN LANGUAGES, COMMUNICATION AND CULTURE** (specialised in **English** and **Chinese**) at Autonomous University of Madrid (Madrid) **(B+)**. |

**LANGUAGES**

**Spanish** Mother tongue

**English** Bilingual(C2)

**French** Advanced (C1)

**Chinese** Intermediate (B2)

**German** Intermediate (B1-B2)

**COMPUTER SKILLS**

**MS Office** (Word, Excel, Power point, Adobe)

**Management of contents** (on the Internet, Social Networks, Moodle)

**HOBBIES**

Reading, Traveling, gym, and swimming.

 **PERSONAL SKILLS:**

-Excellent and time keeping, organisation, communicating with many people from various backgrounds.

-Work well under pressure

-Work brilliantly in a team or on own

-Excellent interpersonal skills

-Capable to learn quickly, responsible and reliable