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SUMMARY

I currently have thirty-five years of professional experience in business and translation. I possess the necessary computer literacy and my writing skills are exceptional. I am bilingual and versatile - a quick learner. I am currently working as a freelance linguist for Transperfect Translations.

PROFESSIONAL EXPERIENCE

Independent translator and editor, 2004 – present

For the past 19 years, I have been involved in translations for multinational companies, NGOs, United Nations agencies, and lately for Transperfect Translations. I pride myself on accuracy in both languages (English and Spanish) with the added value of strengthening my clients' expression through a keen eye for detail.

Goodwill Industries of Santa Clara County

Assistant Manager, April 2000 to July 2001

As Assistant Manager, I coordinated with the store manager to create better store sales working to reach the monthly goal given to us by our district manager. I oversaw the daily organization and delegation of tasks to the employees as well as building a better service environment for the customers.

Holiday Inn

Customer Service Agent, Food and Beverage Division, Nov. 1999 – March 2000

I was in charge of meeting the food and beverage needs of the hotel clients.

Cía. Transcontinental del Perú S.A

Management Assistant, January 1996 – January 1999

I was responsible for institutional sales and sales manager support. I had direct client contact and was involved in sales. Other duties included following up on shipments, billing, creating daily sales reports, as well as general secretarial functions.

Exportadora Importadora Perú S.A.

Business Secretary, February 1994 – December 1996

I was responsible for institutional sales and sales manager support. I had direct client contact and was involved in sales. Other duties included following up on shipments, billing, creating daily sales reports, as well as general secretarial functions.

Servicios y Diseños en Telecomunicaciones S.R.L.

General Management Secretary, June 1991 – July 2003

General secretarial work.

Minaya Brokers S.R.L.

General Management Assistant, March 1987 – November 1990

General secretarial work.

ACTIVITIES AND INTERESTS

Enjoys reading. Traveling. English, World History.

EDUCATION

- Instituto San Ignacio de Loyola – Secretarial “Bilingual Upgrade”
- University of San Martín de Porres – Graduate from School of Tourism
- Instituto Tecnológico de Lima – Executive Secretary in Spanish
- Asoc. Cultural Peruano-Británica – University of Cambridge First Certificate in English

References available upon request