

JACQUELINE CARRERA O.

Urb. La Primavera II, Sebastiano Serlio S10-70 y De los Cholanes, Cumbayá, Quito-Ecuador

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CAREER GOAL

Business Administration graduate who has worked as a freelance English-Spanish-English translator for over 30 years and for the best and biggest companies and organizations in the country and some abroad, which have always recommended my work to their colleagues. My goal is to keep on serving private as well as public companies with quality translation services based on my wide experience in different fields.

EDUCATION

- Executive Bilingual Secretary/Social Studies Bachelor at American School
- Business Administration Graduate at Catholic University
- Several training courses and seminars on skills development for managerial levels, human relations, protocol and etiquette, internal and external communications, safety, ecology, community relations, first aid, etc.
- First Certificate at the British Council

WORK EXPERIENCE

ENGLISH-SPANISH-ENGLISH TRANSLATIONS

1985 to date

Several subjects for important multinational companies and organizations worldwide.

(UN, UNDP, PAHO, UNICEF, TEMENOS, SAMSUNG, HANSOL, GRÜNENTHAL, XIMOGEN, ENZYMEDICA, LIBERTY, HOGAN LLP, THE SOFTWARE GROUP, QUALA, among others.)

MEMBER OF THE PROZ CERTIFIED NETWORK

UN (UNITED NATIONS)

JUN/05-MAR/15

Assistant to the Coordination Office of the United Nations System in Ecuador; Administrative Assistant to the Human Rights Advisor (Office of the High Commissioner for Human Rights)

Project budget management, bookkeeping, logistics, reporting, translating, minuting; organize events, meetings; further secretarial duties. Additionally, support to the Resident Coordinator of the United Nations System in Ecuador, as well as other programs of UNDP.

UNICEF

JUL/03-MAR/05

Secretary to the Communications, External Relations and Private Sector Division

Improve, update and keep updated the organization's database (8 000 contacts); create filing, supplies, publications and office equipment control systems; logistics; translations; events, agendas, minuting; create work forms and processes; further secretarial duties.

NOTIFAST (NEWS MONITORING AND TRANSLATION SERVICES)

OCT/97-JUL/03

Manager-Owner

Monitor, summarize and e-mail news for international companies; translate and transcript documents; bookkeeping and general administration of the office.

KOREAN EMBASSY JUN/98-JUN/00
Assistant to the Ambassador

Organize events, agendas, office work; improve, update and keep updated the embassy's database; translating; further secretarial duties.

OCCIDENTAL EXPLORATION AND PRODUCTION COMPANY JUN/91 - SEP/97
- Public Relations and Internal Communications Assistant
- Coordinator of the Petroecuador-Occidental Administrative Committee and of the Petroproducción-Occidental Unified Operations Committee
- Secretary to the Government and Environmental Affairs Manager

Coordinate internal newsletter; minuting; public relations; agendas; organize events, agendas, office work; create work forms and processes; further secretarial duties.

SERVICIOS PETROLEROS FLINT (Petroleum services) JAN/89 – JUN/90
Assistant to the General Manager

Organize and administrate the newly constituted offices in Ecuador; bookkeeping; events; further secretarial duties.

DHL INTERNACIONAL DEL ECUADOR JAN/86 – SEP/88
- Assistant to the Manager
- Secretary to the General Manager

Coordinate internal newsletter; events; agendas; minuting; public relations; organize the work in the area; create work forms and processes; further secretarial duties.

INSA, INTERNATIONAL SHIPPING & STORAGE CO. MAR/84 – SEP/85
- Traffic and Sales Chief
- Secretary to the General Manager

Sales activities; coordinate domestic and international moving and cargo transportation; events; public relations; organize the work in the area; agendas; create work forms and processes; further secretarial duties.

TEMPORARY JOBS
- Consorcio Cepe-Texaco - Texaco Petroleum Company
- PetroCanada - British Petroleum
- Desarrollo y Autogestión (NGO) - OLADE (International Organization)
- Perez, Bustamante & Perez (law firm)

SKILLS

- Excellent computer skills
- Creativity
- Office administration (order, neatness, details, processes)
- Very good grammar and spelling
- Events organization (hostess)
- Research skills

REFERENCES

- Mrs. Maria Sol Gomez, Bilingual Elementary Teacher in Houston-Texas, U.S.A., 1-281-685-1781
- Mrs. Monica Cevallos, Manager, Fifty Flowers, Quito-Ecuador, 593-2-970-5309
- Mrs. Paulina de Witt, Executive Assistant to the UN Resident Coordinator, Quito-Ecuador, 593-2-382-4240