

## RESUME



### JORGE LUIS YONG GAYTÓN

**Address:** Calle E No. 60 entre Armas y Martínez, Lawton, municipio 10 de Octubre,  
PO: 10600, La Habana, Cuba

#### Main Studies

University Degree	Institution	Graduation Date
Bachelor in English Teaching (ESL)	ISPLE Pablo Lafarge Universidad de la Habana	July 1991

**Date of Birth:** September 4<sup>th</sup>, 1959

**Cell:** 535 2121314 - landline: 537 696 1022

#### Educational Background

Year	Institution	Place	Subject
1991	ISPLE- University of Habana	Havana City, Cuba	Bachelor of Education in English Teaching (ESL)
1994	Institute of Foreign Trade	Havana City, Cuba	Postgraduate course in Commercial Information
1994	Economic and Accounting Faculty. University of Havana	Havana City, Cuba	Postgraduate course in Basic Marketing
1995	Institute of Foreign Trade	Havana City, Cuba	Postgraduate Course in Foreign Trade
1997	Institute of Foreign Trade	Havana City, Cuba	Negotiation Skills
1997	CIGI (Canadian International Grains Institute)	Winnipeg, Canada	Program on Grains Commercialization

2001	Institute of Foreign Trade	Havana City, Cuba	Postgraduate Course in online trade.
2007, 2008, 2009	Institute of Foreign Trade	Havana City, Cuba	Updating Courses on Foreign Trade and Foreign Investment.

### Courses Taught

Year	Institution	Subject
1989-1996	Institute of Foreign Trade	English For Businessmen, Course for Executive Secretaries, Commercial English
1991-1995	Faculty of Economics and Accounting - University of Habana	English Course for undergraduate students and Postgraduate Courses for Economy Professors
2005-2010	Institute of Foreign Trade	Business English Listening and Speaking.

### Professional Background

Jobs	Post	Main Tasks	Dates	
			From	To
Institute of Foreign Trade	English Professor (ESL)	English Professor for courses of Commercial English, translating business documents and interpreter of foreign professors. Head of the Exam Board for evaluating the English level of the specialists working on Commercial posts and on the Foreign Service. Translator of official documents for Postgraduate Courses from the International Chamber of Commerce.	1989	1996
Faculty of Economics and Accounting - University of Habana	English Professor (ESL)	English Course for undergraduate students and Postgraduate Courses for Economy Professors.	1991	1995

Cubametales – Oil and Metals Import Company MINCEX (Ministry of Foreign Trade)	Commercial Information Specialist	In charge of tracking metal international prices as well as issuing a weekly review with business information regarding metal futures market with analysis and trend for companies interested in this issue.	1996	1996
Alimport – The main food import Company MINCEX (Ministry of Foreign Trade)	International Buyer	In charge of purchasing and importing wheat (human consumption and animal feed), Maize (human consumption and animal feed), Barley and Oats; 1 million tons a year. Tracking the CBOT (Chicago Board of Trade) in order to fix better prices for grains import. Translator and interpreter of the President of the Company for business negotiations.	1996	2002
Tecnotex Tourism- an import company	Trader	In charge of purchasing orders from Hotels on the Western part of the Island.	2002	2004
Institute of Foreign Trade	English Professor	English Professor for courses of Commercial English, also in charge of translating business documents and interpreting foreign professors' lectures. Head of the Exam Board for evaluating the English level of the specialists working for Commercial posts and in the Foreign Service. Translator of official documents for Postgraduate Courses from the International Chamber of Commerce	2005	2010
LABIOFAM SA – a Cuban public import - export company	International Buyer	Logistic Specialist, in charge of importing and moving from the port, in Dar es Salaam in the United Republic of Tanzania to a construction site all machinery and materials for a biotechnological plant. Translating all sorts of construction, technical and commercial documents as well as an interpreter in all important meetings with the counterpart, which included businessmen, ministers of Tanzania, South Africa and Uganda. and even the President of Uganda.	2010	2012

LABIOFAM SA	Export Information Analysis Department Head Export Division	Gathering and assessing all Export and business data for the Export Manager.	2013	2015
LABIOFAM SA	Business Division Specialist	In charge of identifying potential business possibilities abroad as well as translating International Sales Contracts, messages and information at the Division and even interpreting business negotiations.	2015	2016
LABIOFAM SA	Business Manager	In charge of negotiating business possibilities of interest for the company, attending International Fairs and Exhibitions and also translating sales contracts and legal documents associated to international negotiations.	2016	2019
LABIOFAM SA	Management Board Adviser	In charge of advising the General Manager on Foreign Trade and International Business	July - 2020	2021
Self-employed	Translator	In charge of translating business, legal, technical and medical documents	February 2021	Present day

### Business Trips

Date	Country	Post	Tasks
1997	Winnipeg, Saskatoon, Alberta, Vancouver; Canada	International Buyer	International Program Grains Commercialization
1998	Paris, L'havre y Ruan, Francia	International Buyer	Training Course in Compagnie Commerciale André y Soufflet Negoce.
1998	London, England	International Buyer	A training course in All World Foods, a British company.
1999	Montreal - Canada	International Buyer	A training business course in Galax Inc.
2001	Istanbul, Ankara Turkey	Inter Government Commission Member	Attending this important meeting and in charge of negotiating a credit line facility for the company.
2010	Tanzania	Logistic Specialist	In charge of importing machinery and equipment as well as translating documents and interpreting meetings.
2011	Uganda	Commercial Specialist and Translator	As the General Manager interpreter, translator and adviser

2011	South Africa	Commercial Specialist and Translator	As the General Manager interpreter, translator and adviser
2012	Uganda	Commercial Specialist and Translator	As the General Manager interpreter, translator and adviser.
2018	Nigeria	Business Manager	A business trip in charge of negotiations with Nasarawa State authorities.

Knowledge as a user of Microsoft Office and translating tools.