



# ROWANNA ELLIS NAVEIRA

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## OBJECTIVES

I would like to advance my career bringing the English language around the world.

## EDUCATION

ESD Escuela Superior de Diseño de Madrid.  
Currently studying Grado Superior de Diseño de Interiores

## EXPERIENCE

- |   |                          |                            |
|---|--------------------------|----------------------------|
| 09/2013 – 01/2014   | English Teacher          | Kids&Us                    |
| English teacher with children 1-4 years. Also basic level adult's class.  |                          |                            |
| 08/2012 - 07/2013   | English Teacher          | Ontario English Academy    |
| English teacher with children 4-16 years  |                          |                            |
| 03/2011 - 09/2011   | Teacher's Assistant      | King's Infant School       |
| Teach and assist children individually or in small groups in order to help them master assignments and to reinforce learning concepts presented by teachers |                          |                            |
| 05/2010 - 08/2010   | Admin. Assistant         | Grupo Abedul               |
| Receiving messages, parcels, file management, contact organization, warehouse management, contract preparation, payroll preparation                         |                          |                            |
| 03/2010 - 05/2010   | Receptionist - Secretary | Moody's Investors Services |
| Receiving shipments, travel organization, creating documents, file management, visitor reception  |                          |                            |
| 09/2008 - 02/2010   | Administrative           | Rustic Show                |
| Receiving messages, parcels, file management, contact organization, warehouse management, billing.  |                          |                            |
| 08/2005 - 09/2008   | Call Coordinator         | BEA Systems                |
| Front line support. Receiving calls, creation and distribution of cases and follow-ups.   |                          |                            |
| 05/2004 - 08/2005   | Receptionist             | BEA Systems                |



Receiving messages, parcels, file management, contact organization, warehouse management, billing.

2005 – 2014                      Freelance English Reader                      Editorial El Tercer Nombre  
Reading and assessing English originals.

2002 - 2014                      Freelance English-Spanish Translator                      Hilo de Comunicación  
Translating web sites.

10/2000 - 05/2002                      Secretary                      IDM Club Insignia  
Receiving messages, parcels, file management, organizing contacts, meetings and trade shows, warehouse management, billing.

10/1999 - 03/2000                      Secretary                      BASS Comunicación & Publicidad  
Receiving messages, parcels, file management, contact organization, warehouse management, billing.

04/1999 - 07/1999                      Waitress                      Planet Hollywood  
Wait tables, serve meals and charge bills.

03/1998 - 03/1999                      Shift Supervisor                      Costa Coffee  
Wait tables, serve meals and charge. Manage employee's shifts and general accountancy.

## SKILLS

### Teaching Skills

Experience preparing Trinity, Flyers, KET, PET,  
FCE

### Computer Skills

CRM (Customer Relationship Management) – Clarify,  
PeopleSoft  
Internet  
Microsoft Office 2010  
Photoshop  
Illustrator  
AutoCAD  
Cinema4D

### Languages

Fluent English  
Fluent Spanish  
Basic French

### Other Information

Dual Spanish – USA Nationality  
Work permits: European - USA