



Andrea Claudia da Silva Escandell

Address: Rivera m7s34, Solymar, Canelones, Uruguay.

Date of Birth: 17th August, 1971.

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PERSONAL STATEMENT

I am a motivated, adaptable and responsible English teacher and translator seeking for new challenges in translations, administrative, tourism or education fields.

My reliability, communication skills, responsibility and friendly nature are assets I would bring to the work. I have strong organisational and administrative skills with the ability to work independently and use my own initiative. I also have the ability to prioritise whilst under pressure meeting tight deadlines.

EDUCATION

Primary, Secondary and Pre-University studies – Instituto Crandon (bilingual school)- 1978-1989

Final Certificate of Advanced Studies – Instituto Cultural Anglo Uruguayo

Teachers' Training Course – Instituto Cultural Anglo Uruguayo

Certificate of Teacher of English as a foreign language- Alianza Cultural Uruguay- Estados Unidos de América

Methodology II, Instituto CEDI (Edith Consolandich)

Drama Workshop, Instituto Cultural Anglo Uruguayo

Psychology, Universidad de la República Oriental del Uruguay, 2nd year approved -1991-2008
Curso de Formación Básica de Educadores de Primera Infancia- Instituto Nacional del Niño y Adolescente del Uruguay- Cenfores 2003-2005

Body Language – Escuela de formación e investigación en cuerpo, sexualidad, creatividad – Lic. Eva Levi – March-December 1993

Translation 2010 Virtual Conferences PROZ.COM

Alianza Teaching Certificate- Alianza Cultural Uruguay-Estados Unidos- 2001 (coursing)

WORK EXPERIENCE

April 1991- March 1996 – Diario El Pais S.A. - Cashier-Administrative

My responsibilities included customer service, stock controlling and cash handling. This work involved me in advising and assisting customers, coping with problems and unexpected situations and cashing.

February 1998- December 2000 - Alianza Uruguay – Estados Unidos de América Administrative

Typical duties included to manage and update computer databases and files, advising customers about the courses they could take, selling courses, cold calling and cashing. I increased my problem solving skills and time management when under pressure. Occasionally I worked as an English Teacher when there was the need to do so.

February 1998 – January 1999- SER College School – Primary English Teacher

February 1999- February 2000 -James Summers School – Pre-school and Secondary courses English Teacher

March 1999- December 2003 . Jardin El Puente – Pre-School English Teacher

February 2001- December 2005 – Bluewind School – Pre-School, Primary and Secondary English Teacher.

March 2004-February 2006 – Colegio y Liceo Ntra. Sra. De Lourdes – Primary and Secondary English Teacher

March 2005 to the present time- Editorial Amauta -English-Spanish Translations

Summer 2008-Summer 2009 –Artist Gustavo Silva – Interpreting and Selling handcrafts

and jewelry for tourists

March 2006 to the present time – Centro Educativo Mi Tierra – Managing Director-English Teacher

This job involves working within a team-based culture. This involves planning, organization, co-ordination and commitment, a fair distribution of tasks and effective communication amongst all staff members. It also involves managing the company's economic affairs and dealing tactfully with occasionally difficult customers.

November 2009 – Fundación Los Tres Arcángelos – English-Spanish Translations
Volunteer work for the foundation

July 2010- Emerging Cast – Content writing for the web page

This is a “how to” page and I wrote some articles for them

February 2011 Translations for “The Caribbean Community Climate Change Center” OAS project

March 2011 (still working) – Alianza Cultural Uruguay-Estados Unidos

ADDITIONAL INFORMATION

- Able to understand and produce written and oral Portuguese.
- I traveled independently through Brazil, Argentina and the United States. The experience taught me how to be self-sufficient, how to handle a large budget and to cope with unexpected situations.
- Able to type accurate and fast
- Office and internet user

EMPLOYERS REFEREES

Susana Casadevall - Diario El Pais S.A. - 598-24002141

Mariza Olivera – Alianza Cultural Uruguay EEUU- 598-29002721

Elizabeth Corte – English Dept. Coordinator- Inglés J.Summers School. 598-095255899

Amalia Manzo- Spanish Specialized Teacher- Bluewind School. 598-26956534

Colegio y Liceo Ntra Sra. de Lourdes – 598-26195399

Myriam Huart- Principal- Jardín de Infantes El Puente- 598-26831424

Agustín Cárpena -General Manager - Editorial Amauta 598-94665798

Verónica Villagrán – Spanish Teacher and Coordinator C. E. Mi Tierra 598-26982521

Fundación Los Tres Arcángeles – fundacionlostresarcangeles@hotmail.com

Gustavo Silva – jewelist - 598-98941720

Emerging Cast - freelancersprogram@emergingcast.com

**Joanne Ashworth- The Caribbean Community Climate Change Center-
jo.ashworth@yahoo.co.uk**

Mariana Porta – Alianza Cultural Uruguay-Estados Unidos-marianaporta@alianza.edu.uy

PERSONAL REFEREES

Arq. Alvaro Trillo- Architect - CES – 598-29028409 598-99067469

**Ps. Gabriela Apud – Teacher and Psychologist at Pichon Riviere Social Psychology College
- 598-22037076 -598-94920460**

Lic. Psicólogo Alfredo Correa –Luna Nueva - Director. NGO - 598- 98851208