

CURRICULUM VITAE

Name: Miriela Santos Toledo

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Address: 1180 Matmor Road, apt 12, Woodland, CA

EDUCATION

Sept. 2003-- Jun. 2008 Graduate in Education in the Specialty of English Foreign Languages

Pedagogical Institute "Ruben Martinez Villena", Alquizar, Artemisa, Cuba

EMPLOYMENT HISTORY

2003--2010 Professor of English and Spanish at "Pedro Esperon" Secondary School, Bauta, Artemisa, Cuba

2010--2012 Specialist in Information Management and Secretary of Director of Advanced Technology Center, Playa, Havana, Cuba

Manage incoming calls, support Human Resources Department, translate and edit scientific projects, assist Director with foreign visitors, among other office work

2013--2015 Subtitler and Translator of movies, series and documentaries for an independent group, Havana, Cuba

2015--2017 Subtitler and Translator of movies and documentaries at Travelling Caribbean Film Showcase, Havana, Cuba

Subtitle and translate movies and documentaries, convoke and attract filmmakers all over the world to participate in our showcase, support Human Resources Department in office work and also support reception or front desk when receiving visitors

SKILLS AND ABILITIES

Fast typing, person people, comfortable in team work environments, english skills at speaking, writing, grammar. Spanish skills in confection of letters, emails, transcription. Computer skills at windows, microsoft word, excel, quick lerner, commitment at work

PERSONAL INTERESTS

Movies, languages, people

OPEN FOR A FULL TIME JOB