



Europass Curriculum Vitae



Personal information

First name(s) / Surname(s) Luis Ortiz
Address(es) Vaakonraitti 8 A 21
 33270
 Tampere
 Finland
Mobile 358 40 184 4117
E-mail(s) orbi@transervice.fi
Nationality Italy
Date of birth 12 Apr 55
Gender Male

Desired employment / Occupational field Translator/ Research Analyst.

Work experience

Dates	02/05/2002 - Today
Occupation or position held	Translator
Main activities and responsibilities	All kind of translations
Name and address of employer	Transervice Tm. Vaakonraitti 8 A 21 33270 Tampere
Type of business or sector	Translation services
Dates	01/03/1993 - 15/06/2001
Occupation or position held	Operations Manager
Main activities and responsibilities	Planning of merchandising, reviewing of contracts, insurances, supervision of payments rolls
Name and address of employer	Circuit International Services Huerfanos 757 Of. 613 Santiago – Chile
Type of business or sector	Logistic

Dates	10/04/1990 - 25/02/1993
Occupation or position held	Operations Manager
Main activities and responsibilities	Contacting with suppliers, importing of products, clearance of merchandise in Peruvian customs
Name and address of employer	Orion Trade Miguel Dasso 160 Of 24 San Isidro Lima – Perú
Type of business or sector	Logistic
Dates	01/07/1989 - 01/02/1990
Occupation or position held	Manager
Main activities and responsibilities	Planning of merchandising, import and clearance of merchandise in Peruvian customs
Name and address of employer	Atec S.A. J.J. Mostajo 293 Santa Catalina Lima – Perú
Type of business or sector	Import – Export
Dates	04/05/1987 - 30/06/1989
Occupation or position held	Financial Manager
Main activities and responsibilities	Supervising duties such as Accounting, Financial Analysis, Treasury and obtaining of credits lines
Name and address of employer	Ausin S.A. J.J. Mostajo 293 Santa Catalina Lima- Perú
Type of business or sector	Industrial Services
Dates	02/11/1983 - 20/05/1987
Occupation or position held	Budget Analyst
Main activities and responsibilities	Supervising and development of Integrated System of Accounting and Budgeting
Name and address of employer	SEDAPAL Av. Ramiro Priale 210 El Agustino Lima-Perú
Type of business or sector	Institution in charge of providing water for the capital of Peru
Dates	16/02/1982 - 30/04/1983
Occupation or position held	Vice Chief of Finance
Main activities and responsibilities	Providing financial support for operations of four vessels, addressing quarterly budget, control and evaluation
Name and address of employer	Peruvian Amazon Line Inca Garcilaso de la Vega 911 10 Piso Lima – Perú
Type of business or sector	Shipping Company
Dates	01/09/1981 - 13/02/1982
Occupation or position held	Vice Accountant
Main activities and responsibilities	Handling of all the accounting process, making inventories and notes to the financial statements
Name and address of employer	Pesquera el Pilar Av Tacna 543 Lima – Perú
Type of business or sector	Fishing Company

Dates	15/08/1980 - 30/08/1981
Occupation or position held	Auditor assistant
Main activities and responsibilities	Developments of programs checking truthfulness of figures indicated in Financial Statements
Name and address of employer	Pierrend Contadores Publicos Asoc. Inca Garcilaso de la Vega 955 Lima – Perú
Type of business or sector	Auditing Company
Education and training	
Dates	16/09/2005 - 19/01/2007
Title of qualification awarded	Audio Visual Communications Certify
Principal subjects / occupational skills covered	Communications intended for applying in working life on the Internet , or in the publicity market I have study computer programs such as Photoshop, Dream weaver, PDF etc
Name and type of organisation providing education and training	Tampereen Aikuiskoulutussäätiö in Finland, which is a city Institution for adult education its goal is improving a better working life
Dates	01/04/2005 - 11/08/2005
Title of qualification awarded	Computer Driving License @level Certify
Principal subjects / occupational skills covered	Computer and File management, MS Word, MS Excel, Power point, Internet Explorer, Mozilla
Name and type of organisation providing education and training	Tampereen Ammattipisto in Finland , is a Government Educational Institution
Dates	01/01/1980 - 01/01/1985
Title of qualification awarded	Certified Public Account
Principal subjects / occupational skills covered	Accounting, Finance, Economy and other relevant subjects in a regular professional studies
Name and type of organisation providing education and training	Inca Garcilaso de la Vega University Lima - Perú
Dates	07/06/1982 - 23/07/1982
Title of qualification awarded	Financial Management fundamentals
Principal subjects / occupational skills covered	Business Finance, Investment Management, Lending and Loan Management, Strategic Planning etc.
Name and type of organisation providing education and training	ESAN The Graduate School of Business Administration Lima - Perú
Dates	26/09/1983 - 22/11/1983
Title of qualification awarded	Financial Management Advanced
Principal subjects / occupational skills covered	The time value of money, Efficient financial markets, Capital budgeting, Capital structure and leverage, Current asset management etc.
Name and type of organisation providing education and training	ESAN The Graduate School of Business Administration Lima- Perú

Personal skills and competences

Mother tongue(s)

Spanish

Other language(s)

Self-assessment

European level (*)

English

Finnish

Understanding				Speaking				Writing	
Listening		Reading		Spoken interaction		Spoken production			
C1	Proficient user	C2	Proficient user	C1	Proficient user	C2	Proficient user	C1	Proficient user
B1	Independent user	B2	Independent user	B1	Independent user	B2	Independent user	B1	Independent user

(*) Common European Framework of Reference (CEF) level

Social skills and competences

- Whilst I was working in ATEC S.A. which was focus on international commerce, I have to develop a strong knowledge of import and export duties, so I studied In the Catolica University and ADEX : External Trade- Lima-Perú.
- For me is easy to create good business relations, during my working life in Chile and specially in Circuit Intl. I have to maintain the business relation with our Chilean customers and also travel to Argentina in order to negotiate rates for our company obtaining good results.

Organisational skills and competences

- When I won the Financial Manager position in Ausin S.A. I have to organize all the department, contract the people, and delineate the accounting process specially the costing procedures
- I have to establish and organize a company, as a request for the board of Ausin´s directors, this company was meant to develop International Commerce, so in this process I have to evaluate and contract personal, organized the merchandising and sales process as well as accounting area and training personal for clearance of goods from customs.

Technical skills and competences

I have a strong knowledge in computer, I also have a good sense of organization and a keen imagination so I feel comfortable developing new procedures and also reviewing and improving actual procedures if applied.

Computer skills and competences

Competent with most of Microsoft programs and also others for marketing purposes on Internet since I have studied Audiovisual communications.

Artistic skills and competences

I play guitar , I like to compose my own music in special Latin music and play football.

Driving licence(s)

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