**Jose Luis Alvarez Calvo**

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**Work experience.**

**2016**

Legal form for Business Application Procedure Costa Rica/China Chamber of Commerce. Translator.

Setting: Volunteering

Subject matter: Legal

**October-November 2014**

Sociology ONG Workshop. Instituto Mixto de Ayuda Social. Transcriber.

Setting: Volunteering

Subject matter: Sociology

**August-October 2009**

Subcontract for civil engineering Meco Consortium. Technical translator.

Setting: Formal

Subject matter: Engineering

**February 2009-May 2009**

Gal Einai Institute. Israel. Translator of academic material.

Setting: Academic

Subject matter: Religion

**2003- 2004**

Baylor University, Texas, USA. Audio transcriber of historical and academic material.

Setting: Academic

Subject matter: Religion/History

**2000-2002**

The Canadian Fund for Local Initiatives, Costa Rica. Translator of electronic and published copyright material.

Setting: Formal

Subject matter: Legal/Financial/Project Management

**2001**

Childrens Defence International. Translator of electronic and published copyright material.

Setting: Formal

Subject matter: Legal

**Education.**

**January 2003- Dec.2004. Baylor University. Texas, USA.**

**Master of Arts in Spanish (Emphasis on Romance Linguistics).**

**March 1998- Dec.2002. Universidad Nacional, Heredia, Costa Rica.**

**Bachelor Degree in Teaching English as a Foreign Language.**

**Certifications & non formal education.**

Certification in Japanese Language. January 2000. Universidad Nacional, Heredia. Costa Rica.

Clinic Certificate as coaching trainer (emphasis in the use of Aikido for enterprises and for stress management) in Management Clinic at the Faculty of Bussiness and Administration at the University of Costa Rica. November 2002.

Certification in Spanish as a Second Language. December 2002. Universidad Nacional, Heredia. Costa Rica.

TOEIC Certification for the Ministry of Public Education. February 2012. Centro Cultural Costarricense Norteamericano. San José, Costa Rica.

Knowledge in MS Office, SAP, Wordfast, Fluency 2013, Lotus Notes.

**Languages.**

Spanish (native), English (advanced, Portuguese (Basic), Japanese (Basic)