RESUME

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| **Personal Information** | |
| **Full Name:** | **Mirelys Córdova Pérez** |
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**EDUCATION:**

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| --- | --- |
| 1994-1999 | University Degree in English Language, specialized in Translation Studies  School of Foreign Languages, Havana University, Cuba |
| 2004-2005 | Postgraduate Diploma in Educational Counseling and Orientation  The Monterrey Institute of Technology and Higher Education (ITESM), Mexico City campus |

**PROFESSIONAL SKILLS**

* Document translation, edition and proofreading (English-Spanish-English)
* Teaching of English as a foreign language, basic, intermediate and advance courses, TOEFL courses

**COMPUTER SKILLS**

* Windows XP and Vista/ Outlook, Word, PowerPoint, Excel
* Internet Explorer

**WORK EXPERIENCE**

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| August 2007 –  February 2009 | Bilingual administrative assistant  (senior management level) | Law firm “Marván, González Graf y González Larrazolo”, Mexico City |
| October 2006 - February 2007 | Translator and English Language teacher for non-native students | Loughborough College, Loughborough, England |
| July 2005 –  January 2006 | Translator y publishing material reviewer | Diana Publishing House,  Mexico City |
| August 2002 - February 2006 | English Language teacher;  academic and scientific texts translator | The Monterrey Institute of Technology and Higher Education (ITESM), Mexico City campus |
| September - December 2002 | English Language teacher | Tourism Institute of Higher Studies (IESTUR), Mexico City |
| April - July 2002 | English Language teacher | University Cultural Center (UNAM-CUC), Mexico City |
| January - March 2002 | English Language teacher | Anglo-Mexican Institute of Culture,  Del Valle Branch, Mexico City |
| September 1999 –  July 2001 | Exchange Projects coordinator | University Extension Department Havana University, Havana, Cuba |
| English Language and Translation Practice teacher | English Language Department,  Foreign Languages School  Havana University, Havana, Cuba |
| National and international events interpreter  (conferences, seminars, workshops, etc.) | Havana University, Havana, Cuba |
| 2000 - 2001 | Bilingual assistant | Science and Technology Development Department, Ministry of Construction, Havana, Cuba |

**POSTGRADUATE COURSES**

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| 2002 | *Blackboard* (online teaching tool)  The Monterrey Institute of Technology and Higher Education, Mexico City campus |
| 2002 | *Micro- Teaching*  The Monterrey Institute of Technology and Higher Education, Mexico City campus |
| 2002 | *Collaborative Learning*  The Monterrey Institute of Technology and Higher Education, Mexico City campus |
| 2002 | *Project-oriented Learning*  The Monterrey Institute of Technology and Higher Education, Mexico City campus |
| 2000 | *Traductology Basics*  Foreign Languages School, Havana University, Havana, Cuba |
| 2000 | *Research Methodology*  Foreign Languages School, Havana University, Havana, Cuba |
| 1999 | *Communication Theory*  Foreign Languages School, Havana University, Havana, Cuba |
| 1999 | *Language Theory*  Distance Education School, Havana University, Havana, Cuba |