

JESÚS GUTIÉRREZ GARCÍA

Date of Birth: October 9, 1976.

Place of Birth: Madrid, Spain.

e-mail: jesgugar@gmail.com // 

Tel.: (+34)918119862

mobile: (+34)659742638



QUALIFICATIONS

July 2013. **European Master's Degree on Intercultural Communication, Translation and Interpreting in Public Services: Healthcare, Legal and Public Administration areas.** *Universidad de Alcalá de Henares (Madrid).*

July 2013. **Web page proof-reading and translation.** Cálamo & Cran. Madrid

Feb 2001. **B.A (Hons) in Modern Languages (English Studies).** *Universidad Autónoma de Madrid.*

May 2005. **CAP Course (Certificado de Aptitud Pedagógica = Teaching Certificate for Secondary schools).** *Universidad Complutense de Madrid.*

October 2004. **Tourist Information Technician.** *Comunidad de Madrid.*

CAREER HISTORY

TRANSLATION, INTERPRETING and INTERCULTURAL MEDIATION

Feb-March 2013. **Translation (EN>SP)** for the *Consejo General del Poder Judicial* (General Council of the Judiciary). "European Commission for the Efficiency of Justice "Efficiency and Quality of Justice".

Apr-May 2013. **Interlinguistic mediation adviser** for the secondary school *I.E.S Las Américas* (Parla, Spain)

- Advising on interlinguistic mediation resources such as translated informative letters or interpretation services aimed at immigrant students and their families.
- Supporting daily activities in the *Aula de Enlace* (class-rooms for recent immigrant students).

Jan-June 2012. **Translator and interpreter for Ericsson**

- Translation (Spanish<>English) of telecommunication technical documents for Ericsson (project processes, technical instructions, presentations, tender documents)
- Link interpreter for presentations made to Ericsson.

Freelance translator

- Spanish <>English translations of newspaper and magazine articles.

RESOURCE MANAGER

Feb 2006-2012. **Global Resource Manager for Ericsson**

- Follow up Ericsson projects from creation to completion through specific processes involved
- Contacting the centres worldwide responsible for the competences requested to allocate resources in projects using Ericsson's specific tools.
- Assisting Ericsson's tools users with request handling.
- Responsible for fulfilling the targets set in the processes.
- Contribution to description and production of processes.
- Arranging teleconferences with relevant stakeholders locally and globally.
- Training Ericsson North Africa staff on internal processes.
- Additional tasks: updating Ericsson internal pages. Publication of newsletters. POs registration.

TEACHING

Oct-Dec 2005. **English Teacher** for the job centre courses offered by the *Comunidad de Madrid*. Teaching English to adults (all levels).

Apr-Aug 2005. **Spanish Teacher** at **Stifford Primary School**, Grays, **Essex (UK)**. Teaching Spanish to children ranging from 4 to 11.

Jan-July 2005. **Spanish Teacher** for companies and private clients in **London** and surrounds. Services offered to: *Foreign Language Services, City Languages Services, Simply Languages and Language Associates Writtle*. Teaching Spanish to adults (all levels).

June 2002 - July 2004. **English Teacher** at **English Computing Centre, Madrid**. Teaching English to all levels (beginner, pre-intermediate, intermediate, upper-intermediate, first certificate y advance).

Jan-May 2002. **English Teacher** as an out of school activity for private schools in **Madrid**. Recruited by the agency *Activa*. Teaching English to primary students.

- Preparing and producing teaching material
- Follow up and assessment of students
- Elaboration of "project program" for the subject
- Collaboration with school department
- One to one speaking classes.
- Teaching for companies.
- Elaboration of the subject program in accordance with the Education and Culture Ministry of Spain official curriculum.

TOURIST INFORMATION TECHNIITIAN

Aug 2004- Jan 2005. **Tourist Information Technitian** for the Tourism Board of Madrid. Provide nationals and foreigners with practical tourist information about the city of Madrid.

OTHERS

March-August 2001. **Waiting staff at Posthouse York** (York, North Yorkshire, UK) and **Posthouse Gloucester** (Gloucester, Gloucestershire, UK). Trained in customer service and Health & Security courses.

July-Aug 1999. **Catering staff** at the **Blue Dolphin Holiday Camp**, Filey, North Yorkshire, UK.

SKILLS

Operational Systems: Windows 98, 2000, Vista, 7. Advanced level.

Office computing: Word, Excel, Powerpoint, advanced level. Access, Publisher, user level.

SAP. User level.

Internet and Outlook. Advanced level

SDL Trados. Advanced level

Wordfast. Advanced level

Cubase. Recording, editing, producing audio files in a multitrack environment. Advanced level

HTTrack Web Site Copier. Advanced.

Webbudget (Freebudget). Advanced.

Filezilla. Advanced.

LANGUAGES

High level / bilingual **English**, written and spoken

German: basic level. Two courses at the university and intensive basic course at *Goethe Institut* (Madrid)