

Regina Huber

Rua Marquês de Abrantes, 126 - ap. 308, Flamengo

Rio de Janeiro, CEP 22230-061 - RJ, Brazil

Tel.: +55-21-2553-2373, +55-21-8580-7169

Curriculum Vitae

Detail-oriented and creative translator. Executive experience in administration, operations, event management, and human resources. Able to successfully lead projects from beginning to end.

Key areas of expertise include:

- General and technical translations
- HR management
- Development of training programs
- Operations and budgeting
- Coaching of senior administrative staff
- Coordination of teams and processes
- International business environments
- Broad experience with Latin-American cultures
- Negotiations with suppliers, facility management
- Policy development
- Event management
- Office build-out and interior design

Specific skills include:

- Languages: German, English, Spanish, Portuguese, French
- Efficient planning and organization
- Coordination of complex processes and projects
- Effective team leadership
- Delivering quality work ahead of schedule
- Restructuring processes to enhance productivity

Personal Data

Date and place of birth: 6 March 1964 in 83349 Palling, Germany

Studies

1983-1985	Berufsfachschule der Sprachenschule der Landeshauptstadt München (Language Institute of the City of Munich) Main language: English Second language: French Specialization: Economics <i>Foreign Language Assistant</i>
1985-1987	Fachakademie des Fremdspracheninstituts der Landeshauptstadt

München (Language Institute of the City of Munich)

Main language: English
Second language: French
Specialization: Economics
Translator and Interpreter

1993

Escuela Oficial de Idiomas Central de Madrid (Official Language School of Madrid)

Final exam of the Curso Superior de Español (Advanced Spanish)
Final exam of the Curso Superior de Portugués (Advanced Portuguese)

Languages

- German: Mother tongue
- English: Fluent, Translator and Interpreter (main language)
- Spanish: Fluent
- Portuguese: Fluent
- French: Translator and Interpreter (second language)
- Italian: Basic knowledge

Professional Experience

– **Since 1988: Freelance Jobs as Translator and Interpreter**

1988: American Consulate General, Munich.

Translation of Books:

English – German: George Bailey: *Sakharov and his Times*, Herbig.

English – German: *California* travel guide, Langenscheidt.

Spanish – German: Mauricio Castro: *Tango I*, Abrazos Books.

Spanish – German: Mauricio Castro: *Tango II*, Abrazos Books.

Spanish – German: Sonia Abadi: *El Bazar de los Abrazos*, Abrazos Books.

Spanish – German: Magali Saikin: *Tango y Género*, Abrazos Books.

Spanish – German: Rafael Flores: *Carlos Gardel. Tango Inacabable*, Abrazos Books.

Spanish – German: Gustavo Benzecry Sabá: *La Pista del Abrazo*, Abrazos Books.

Spanish – German: Margarita Barretto: *El Mate*, Abrazos Books.

Spanish – German: Luis Longhi: *Cabareteras. Registros de Santiago Solís*, Abrazos Books.

Proofreading of the English-German translation: Mauricio Castro: *Tango Awareness*, Abrazos Books.

Translation of several articles on tango for German tango magazines.

Compilation and translation of an interview for a German tango magazine.

Translation to German, English, French, and Spanish of several websites for dance academies, therapy and massage businesses, a German 5-star hotel, the textile industry and agricultural sector.

Interpreter during the shooting of a documentary for the Bayerisches Fernsehen (Bavarian TV channel).

Technical translations for numerous clients.

– **Present: Freelance Translator**

- **2009 - 2010: Regina Huber Espaço Criativo e Terapias Holísticas Ltda., Rio de Janeiro**
Owner
- **2007 - 2008: Friendly Visit, Buenos Aires, DMC**
Incentive Travel and Event Manager (freelance)
- **2005 - 2007: Garufa Bed & Breakfast, Buenos Aires**
Owner
- **2005: The Boston Consulting Group (BCG), Buenos Aires (freelance)**
Coach: for Office Coordinator/Controller and other key Admin positions
- **2001 - 2005: The Boston Consulting Group (BCG), San Francisco**
Office Coordinator/Director of Admin. Services as well as Translations
responsible for a team of 25 employees
- **2001: Arremate.com, São Paulo (freelance)**
Support for the sale of computer/server equipment as well as several internal projects
- **2000 - 2001: DeRemate.com, Buenos Aires (freelance)**
Human Resources Manager for Training and Internal Communication
for the Latin American and Miami offices
- **1998 - 2000: The Boston Consulting Group (BCG), Munich**
European Intranet Coordinator
- **1997: The Boston Consulting Group (BCG), São Paulo**
Opening of the São Paulo office, inc. interior design, recruiting and training of the local Admin Staff
- **1990 - 1997: The Boston Consulting Group (BCG), Madrid**
1990: *Executive Assistant and Translations*
as of 1991: *Office Coordinator and Translations*
responsible for a team of up to 27 employees
Planning and organization of the opening of **BCG Lisbon**
as of 1995 additionally: *Office Coordinator for BCG Lisbon (+ 7 employees)*
- **1988 - 1990: The Boston Consulting Group (BCG), Munich**
Executive Assistant and Translations