

# Europass Curriculum Vitae

## Personal information

First name/ Surname **Carolina DUNAEVSKY**  
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Nationality Italian and Argentinian  
Date of birth 9<sup>th</sup> April 1985

## Work experience

Dates	2007 – to date
Occupation or position held	Freelance Translator German > Spanish
Expertise	Freelance translator for companies, international translation agencies, private clients. Experience in different subjects: Legal (patents, EU documents), technical (especially automotive industry), marketing and business documents (accounting). Literature, education, linguistics, journalism, tourism and travel, certificates, diplomas and resumes, general.
Dates	05.2012 – 08.2012
Occupation or position held	Technical Writer at General Cable, Christchurch, New Zealand
Main activities and responsibilities	Creating, reviewing and updating machine Standard Operating Procedures and Process cards for machine operation and cable making processes. Assisting Process Engineers by working on the machines with the operators, questioning and reviewing current practices. Recording any deviations directly on the SOP's & Process Cards and drafting up changes required.
Dates	04.2012 – 09.2012
Occupation or position held	Freelance Interpreter English <> Spanish for the Department of Labour, New Zealand
Main activities and responsibilities	Interpretation services for the Border Operations Branch, Refugee Status & Quota Branches, Visa Branches, Compliance Operations Branch and Fraud Branch.
Dates	07.2011 - 11.2011
Occupation or position held	English for Speakers of Other Languages (ESOL) Home Tutor - Volunteer
Main activities and responsibilities	Tutoring Migrants and Refugees. Preparation of materials, delivering of learning sessions and reporting to English Language Partners. Generating awareness of New Zealand culture.
Dates	04.2010 – 12.2010
Occupation or position held	Project Manager at Blue South – Translation for Business, New Zealand
Main activities and responsibilities	Main activities: analysis of source material prior to quoting, selecting appropriate translators based upon the above, quoting projects, liaising with clients, translators and other suppliers, processing of orders and issuing of purchase orders. Use of localisation tools for editing multi-lingual websites. Advising clients about issues such as authoring for multi-lingual projects, etc.
Dates	04.2007 – 08.2008
Occupation or position held	German Language Teacher at VOLKSWAGEN S.A., Argentina
Main activities and responsibilities	Planning and implementing appropriate work programmes for all adults in the classes. Maintaining assessment records and report on learners' progress.

Dates	02.2008 – 04.2008
Occupation or position held	Relief German Language Teacher at German School of Córdoba, Argentina
Main activities and responsibilities	Taking responsibility for the education and welfare of the 3rd class. Ensuring a close match between the learning experience offered and the individual needs of the children in the class.

## Education

Dates	10.2012 – to date
Title of qualification to be awarded	MA Terminology and Language Engineering
Name and type of organisation	Cologne University of Applied Sciences, Germany.

Dates	10.2011 – 12.2011
Title of qualification awarded	Cambridge Certificate in English Language Teaching to Adults (CELTA)
Name and type of organisation	Christchurch Polytechnic Institute of Technology, New Zealand.

Dates	03.2003 – 05.2008
Title of qualification awarded	German Language Translator (5 years study)
Name and type of organisation	National University of Córdoba, Argentina.

Dates	09.2005 – 02.2006
Title of qualification awarded	DAAD Scholarship for 1 semester in Germany.
Name and type of organisation	Magdeburg-Stendal University of Applied Sciences, Germany.

Dates	03.2003 – 11.2003
Title of qualification	2 semesters of English Language Translation Studies
Name and type of organisation	National University of Córdoba, Argentina.

Dates	1997 – 2002
Title of qualification awarded	High School Degree
Principal occupational skills covered	Secondary School Oriented in Economics and Organizational Management with Specialization in Administrative Management.
Name and type of organisation	<i>Deutsche Schule Córdoba</i> , Argentina.

## Training

Dates	04.2012
	Interpreter Induction Course & Introduction to Interpreting Techniques. New Zealand.

Dates	05.2011 – 10.2011
	Certificate in ESOL Home Tutoring. English Language Partners New Zealand – Working with Migrants and Refugees. Not-for-profit organisation.

Dates	09.2009
	Workshop: "Titles, texts and citations: Intertextuality in titles as translation problem", lectured by Dr. Christiane Nord, Argentina.

Dates	05.2009 – 08.2009
	Postgraduate Certificate: "Discourse Analysis and Translation", lectured by Dr. Isolda E. Carranza, Argentina.

Dates	05.2009
	Certificate: Professional development for junior translators, lectured by Dr. Horacio R. Dal Dosso, Argentina.

Dates	10.2008 Postgraduate Certificate: "Contemporary Approaches to Translation Studies: Functionalist, semiotic and cognitive perspectives in comparison", lectured by Dr. Angelika Hennecke, Argentina.
Dates	10.2007 Congress: "Interconnections between literature, humanities and science: Freud's influence on the German literature. The case Franz Fühmann", as lecturer. Argentina.
Dates	09.2006 International Cultural Memory Symposium: "Places of memories, memories of places". Symposium about Ulysses: Interpretation of passage "1993" by Günter Grass - <i>Mein Jahrhundert-</i> , as lecturer. Argentina.
<b>Personal skills &amp; competences</b>	
Mother tongue	<b>Spanish</b>
Other languages	<b>German:</b> business fluent <b>English:</b> business fluent <b>Portuguese:</b> elementary
Social skills and competences	- Trustworthy, ethical and discreet with a commitment to superior work. Confident and poised in interactions with individuals at all levels. Detail-oriented and resourceful in completing projects with ability to multi-task effectively.  - Intercultural skills: Thanks to several international life experiences and working with refugees.
Organisational skills	Stakeholder focus, commitment to results, resilience and engagement to new challenges.
Computer skills and competences	Proficient in Microsoft Office tools (Word, Excel, Access, Power Point) as well as in SDL Trados 2007. Good command of SDL Trados Studio 2009 and 2011, SDLX, memoQ 5, across, SDL Trados Multiterm 2011 and TermStar NXT.  Basic knowledge of InDesign, STAR Transit, Catalyst, DivXLand, SubRip, WebBugdet and WebCopier.  Good knowledge of IT thanks to M.A.
Artistic skills and competences	Drawing and painting as leisure activities.