

# M<sup>a</sup> Ángeles Jaén Nadal

mobile:630-523-970

Trafalgar street, 77-4

46930, Quart de Poblet

Valencia

[m.angeles.jaen@gmail.com](mailto:m.angeles.jaen@gmail.com)

## Academic Education

### 2008 | Web Design

- I did an 409 hours course as Web Design of the CONSELLERIA DE INDUSTRIA- OCUPACIÓ Y CIENCIA. (the Spanish Employment Service).

### 2005 | Hotel managing

- I did an 468 hours course as **Hotel managing** of the CENTRO DE TURISMO DE LA COMUNIDAD VALENCIANA, financed by the **SEFED** program of the European Union.

### 2002 | Cultural and Social Instructor

- I did a 309 hours course as a **Cultural and Social Instructor** of the CONSELLERIA DE INDUSTRIA- OCUPACIÓ Y CIENCIA. (the Spanish Employment Service).

### 1996 | Public Relations and Congress Organizer

- I finished my studies as **Public Relations** and Congress **Organizer** with the test of the FRENCH-SPANISH CHAMBER OF COMERCE, to obtain the certificate of **International Public Relations**

### 1996-1994 | Public Relations and Congress Organizer

- I did a education at FORMATIC VALENCIA college as a **Public relations** and **Congress Organizer**.

## Language Knowledge

### SPANISH

Native

### VALENCIANO

**Level:** Speaking: Native-Like

Writing: Good

Compression: Native-like



## INGLES

**Level:** Speaking: Native-Like  
Writing: Good  
Compression: Native-like

**2008**

- I am also doing an advance course of English at the STATE SCHOOL OF LANGUAGES AT VALENCIA.

**2007**

- I finished the 4º level of **English** at the STATE SCHOOL OF LANGUAGES AT VALENCIA.

**2004**

- I obtained the Intermediate Level of **English certificate** at the STATE SCHOOL OF LANGUAGES AT VALENCIA.

**1999**

- I followed a **300 hour Business English** course of the CONSELLERIA DE INDUSTRIA OCUPACIÓ Y CIENCIA.( The Spanish Employment Service).

**1996**

- I followed a **300 hour Business English** course of the CONSELLERIA DE INDUSTRIA OCUPACIÓ Y CIENCIA.( The Spanish Employment Service).

## ALEMÁN

**Level:** Speaking: Good  
Writing: Good  
Compression: Good

**2002**

- I obtained the Mittel Stufe / obere Stufe at the Goethe Institut in Valencia.

**2000**

- I obtained the Intermediate Level of **German certificate** at the STATE SCHOOL OF LANGUAGES AT VALENCIA.

**1996**

- 1<sup>st</sup>, 2<sup>nd</sup> y 3<sup>rd</sup> of German making at the FORMATIC VALENCIA'S school.

## ITALIANO

**Exp Level:** Speaking :Beginner

Writing :Beginner

Compression: Beginner

## Work Experience

### 2008 | **Web and Graphic Design**

TECNOSAT, Valencia

- **Duties:** I made marketing duties, where I was in charge of the corporative image.

### 2008-1997 | **Private Tuitions**

- **Duties:** I gave English and languages lessons from primary and secondary schools with my own material and working also with their books

### 2007 | **Columnist**

News Peruvian, Perú

- **Duties:** I wrote a cultural text for the digital newspaper [www.newspuvian.com](http://www.newspuvian.com) .

### 2007 - 2006 | **Teacher/Translator.**

CISA FORMACION Valencia

- **Duties:** - I gave Office and Internet lessons from Unemployed people with my own material.  
- I also translate inside documents and pedagogic test for the center.

### 2005 | **Children Instructor**

S´Olivera Hotel, Paguera(Mallorca)

- **Duties:** **Planning activities** for all week, and pay attention of Mini Club during the summer months.

### 2003 | **Cashier**

RENFE, Silla

- **Duties:** Sold tickets and did some accountancy work in the short distance train company

### 2002| **Cashier**

RENFE, Quart de Poblet

- **Duties:** Sold tickets and did some accountancy work in the short distance train company

### 2000 | **Translator**

- **Duties:** I **translated** English texts into **Spanish** for some University students from marketing and Business management.

### 1995| **Computer Operator**

Feria Muestrario Internacional

- **Duties:** When I was trying to become a public relations and congress organizer I did **some work practice** in the **INTERNATIONAL TRADE FAIR OF VALENCIA** as a , in the data base department.

## 1994 | Azafata de Información

Valencia Club de futbol

- **Duties:** I also did some **work practice** as a **hostess** with the **CF Valencia**, when I was trying to become a Public Relations and congress organizer.

## Computer Knowledge

Knowledge as expert user in:

- Adobe Photoshop
- Adobe Dreamweaver
- Adobe Flash
- Lenguaje HTML
- Windows xp
- Microsoft Office
- Microsoft Works
- Internet and mail

## Personal Information

- Civil State: Single
- Nationality: Spanish
- Birthday date: 18th. January 1974
- Carné de conducir: B1

## Other important details

- Availability for start to **work immediately**.
- Availability for **travel**.
- Availability for changing home residence an international level.

## Web works

- <http://lesan-mora.blogspot.com> .
- [www.lesan-mora.tk](http://www.lesan-mora.tk) .
- [www.tecnosatvalencia.com](http://www.tecnosatvalencia.com).
- [www.vesna.tk](http://www.vesna.tk) .