

Verónica Pérez Romero

PROFILE & OBJECTIVE

I am a responsible and creative young professional, eager to gain experience in the companies I will work with. As a translation and interpretation student, I gained the skills necessary to work in diverse environments, as well as to adapt to and comply with high professional standards. Now completing a Master in International Trade and Business, I aim to gain concrete knowledge in the sector, as well as to bring my unique skill-set and enthusiasm to any company.

EDUCATION

Oct. 2019 – July 2020	ESIC BUSINESS SCHOOL – MADRID, ES <ul style="list-style-type: none">+ Master in International Trade and Business
Sept.2015-June 2019	UNIVERSITY OF COMILLAS – MADRID, ES <ul style="list-style-type: none">+ Bachelor in Translation & Interpretation+ Diploma in International Communication+ Achieved honors recognition on my final degree project
Sept. 2017-Feb. 2018	UNIVERSITY OF GENEVA – GENEVA, SZ <ul style="list-style-type: none">+ I spent seven months studying translation, French, and English at the University of Geneva.

PROFESSIONAL EXPERIENCE

July 2021-Present	CITY OF CLASSES – LA RODA, ES <ul style="list-style-type: none">+ Director of the Academy and English teacher of students of all ages, overall companies. Web: https://cityofclasses.es
Sept. 2020-June 2021	CENTRO DE FORMACIÓN EDUCA – LA RODA, ES <ul style="list-style-type: none">+ English teacher of students of all ages.
August 2019-Sept.2020	FREELANCE LANGUAGE TEACHER – MADRID, ES <ul style="list-style-type: none">+ I organize and impart classes to 12 clients in a variety of diverse subjects including English, French, German, and Spanish Language and Literature.
June-August 2019	TRANSCREAT: INTERN – MADRID, ES <ul style="list-style-type: none">+ I worked on diverse translation and management projects at a small translation company, providing translation, billing, and project management services. I coordinated clients and translators for economic and technical translation projects and helped keep the team on deadline.

November 2018-May 2019

THE GEORGIAN MANOR HOUSE: INTERN— MADRID, ES

- + I completed a translation practicum at the educational consultancy and was later hired for a temporary administrative position.
- + In my work, I organized and submitted sensitive student documents and provided translation services when needed to assist with international university applications.
- + Composed meetings and presentations on behalf of senior advisors.

October 2018-May 2019

EUROPEAN COMMISSION: RESEARCH ASSISTANT — MADRID, ES

- + Working with the head terminologist at the European Commission Madrid Branch, I researched and compiled a list of terms to be included in the European Commission's terminology database.

June-September 2018

GLOBAL VOICES: TRANSLATION & ADMIN. ASSISTANT— STIRLING, UK

- + I primarily organized and assigned translation projects to house translators, composed project budgets, and carried out client billing and coordination.
- + I was responsible for revising complete translation projects.

February-June 2018

JUSTICE AND PEACE DIOCESE: TRANSLATION ASSISTANT— MADRID, ES

- + I translated and drafted numerous documents for the charity's communication team.

**EXTRACURRICULAR
COURSES**

Sept. 2017

4X4 METHODOLOGY COURSE AT UNIVERSITY OF COMILLAS— MADRID, ES

- + I completed a course on teaching practices and methodology.

Sept. 2017 – January 2018

DEBATE COURSE AT RESIDENCIA ERASMO— MADRID, ES

I participated in a debate course, in which I had to research, compose, and present arguments about a variety of debate subjects.

February 2016

INTRO. TO CAT TOOLS AT UNIVERSITY OF COMILLAS— MADRID, ES

- + I learned about technological tools available to modern translators in a course entitled "The Role of Translation and Interpretation in Diplomatic Communication".

October 2015

INTRODUCTION TO TRADOS SOFTWARE FOR BEGINNERS— ONLINE COURSE

- + I gained proficiency in Trados Software for translators.

COMPUTER SKILLS

- **MICROSOFT OFFICE SUITE:** Word, Excel, PowerPoint, Outlook, Publisher.
- **TRANSLATION SOFTWARE:** Trados

LANGUAGES

- **SPANISH:** Native **ENGLISH:** Fluent – C1 **FRENCH:** Fluent –C1
GERMAN: Intermediate–B2