

CURRICULUM VITAE



BEATRICE COLINA

PERSONAL INFORMATION :

- **First Name :** Beatrice
- **Last Name:** Colina
- **Nationality:** Venezuelan

EDUCATION:

- **Primary School:** Escuela Campo Verde School -Venezuela
- Claret School (6th grade completed) Venezuela.
- **High School :** Houston Community College, U.S.A
- **Diploma:** GED Bachelor
- **Courses :** English at ELS Language Center, Houston, USA.
Promotion & Sales Certificated
Excel for Windows Certificated
Excellent Service (Certified by Aruba Marriott)

Languages:

**Spanish (Native), English. (Advanced)
Papiamento (Basic)**

Experience: **More than 9 years of experience in teaching (presence & Online):**

- English Teacher (Institute CEFAE, Venezuela)
- English Instructor (Copa América 2007,
- English Teacher (Yes Institute, Venezuela)
- English Teacher (Multidata System – Venezuela)
- English Teacher (SKYPE, Internet Teacher)
- English Teacher(GIGA IT Mexico/Argentina) with
1 year experience as an online English/Spanish recruiter

4 years Experience as an Online English/Spanish Translator:

- Runners2Life California, USA. (Sports)
- TantoMarketing –Venezuela-Suisse (Digital Marketing).
- West Springfield Public School. MA, USA.

WHAT CAN I TRANSLATE FOR YOU?

- Documentation

- Restaurants & Food
- Hotel Tourism
- Educational
- Online help
- Websites
- Portals
- Presentations
- Brochures
- Flyers
- Banner ads
- e-Mailers
- Press releases
- Product catalogs
- Newsletters
- Health
- Announcement letters
- Magazines
- Graphics

Other Skills: Good in proofreading, leadership, taking decisions, working under pressure, experience as a Bilingual Assistant (verifiable).