# CURRICULUM VITAE



## Personal Information


ALDANA LOPEZ

- Date of birth: November 27th, 1993
- Place of birth: CABA, Argentina.
- Address: De la Economía 6159, CABA.
- Phone number: 11-5944-1504
- E-mail: aldanalop.al@gmail.com


## Education

**MARCH 2015 - NOVEMBER 2021**
Teaching degree at the Instituto Superior de Profesorado Joaquín V. González. Teaching training college in English.

**2012– 2013**

Biochemestry degree at the UBA. Discontinued in 2013.

**2007 -2011**
Secondary school diploma at Colegio San Rafael (Capital Federal)

## Experience

**FEBRUARY 2023 – PRESENT**

Secondary school teacher of English at Instituto Comunicaciones

**AUGUST 2022 – SEPTEMBER 2022**

Over the phone interpreter at Interpretia

**JANUARY 2022 – JULY 2022**

Teacher of English at Universal Languages.

Business English lessons, Legal English lessons, lessons for international exams such as FCE and CAE.

**FEBRUARY 2021 – PRESENT**

Primary school teacher of English at Colegio Integral Nuevos Ayres.

**MARCH 2018 – JANUARY 2022**

Teacher of English at Cultural Inglesa de Villa Crespo.
Courses:

- Fifth Year
- Seventh Year
- Pre-Adolescents I & III
- First grade (substitute)
- Intensive course (substitute)

**NOVEMBER 2017**

Runner at Cambridge international examinations

**OCTOBER 2013 – JANUARY 2014**

Law firm Roth y Asociados: Extra-judicial area – Collections over the phone

In charge of:

- Receiving incoming calls from the firm's clients.
- Calling delinquent clients
- Negotiating and making paying arrangements so that clients could pay off their debts

## SKILLS

**IT**

- Knowledge of Windows operative system
- Internet: browsers and emails.

- Microsoft Office: Word, Excel y Power Point.
- Canva: creation of templates and worksheets

## Interests

- Private English lessons for different levels. Currently I am focusing on adult education with a communicative and literary approach.
- Good at customer service
- Good at establishing rapport with people, interact with them, help them in difficult situations and being empathic.
- Good at negotiating with people so that we can reach a favourable arrangement.