Luisina Rabellino Agüera

Resume



Proactivity, responsibility, flexibility, enthusiasm, creativity, perseverance, dedication.

Date of Birth: 26/3/1991
Nationality: Argentinian
National ID (DNI): 35.053.769
Civil Status: Single
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OBJECTIVE

To be able to apply my knowledge and skills in pursue of professional growth; to continue learning, studying and challenge myself every day.

ACADEMIC ACHIEVEMENTS

2019; Project Management Course, *UTN*, City of Buenos Aires.
2018; Post-graduate Pedagogical studies, *USAL*; City of Buenos Aires.
2014; Legal, Technical, Literary English-Spanish Translation, *UB*; City of Buenos Aires.
2008; High School degree specialized in natural sciences; *Escuela de Educación Media N°1 Dr. Mateo Jelicich*; Capitán Sarmiento, Buenos Aires.

PROFESSIONAL EXPERIENCE

6/2017 – Currently; Project Specialist
PAREXEL
Project management in a multi-cultural team based in different countries. System maintenance, report and resource analysis, KPI's preparation and metric improvement decisions and follow up, support to Project and Functional Leaders. Lead PS. Support provided in Audit at the Company's main office with Auditors. Mentor and Coordination of Mentoring Program (department level).

3/2015 – 12/2016; Administrative legal Assistant
Marval, O'Farrell & Mairal
Translation, preparation and revision of texts in English, Spanish and Portuguese. Translation of corporate texts. Administrative tasks. Follow-up of operations and preparation of contracts.

3/2014 - 6/2014, Internship
Ceteris-Paribus
Reading of several style guides, translation of documents, preparation of glossaries, usage of dictionaries, corrections of translations.

3/2013 - 6/2013, Internship
IDISC Information Technologies
Translation project via intranet using TRADOS through University.

12/2010 - 3/2013, Assistant / Secretary
Agricultural and Business Company
Data-entry, replying to e-mails, scheduling meetings, customer service.

3/2009 - 11/2013, Professional Practice
Universidad de Belgrano
Translations of diverse types of texts: technical (medicine, technology), legal (certificates, contracts, degrees, divorce settlement), literary (short stories), social sciences (history), finance, accounting, business organizations (articles of incorporation, bylaws).

11/2012 - Currently, Translation and Teaching
Freelance
Freelance translation. Sworn Translator since October 2016. Teaching of English, preparing topics for English exams, helping children with homework.

LANGUAGES

Spanish: Native
English: Bilingual
Portuguese: Intermediate - Advanced

COMPUTER SKILLS

2008; Assistant in Computer Sciences at EEM N°1 [High School degree]; Capitán Sarmiento; Buenos Aires

QUALIFICATIONS

3/2016 – 6-2016; English-Spanish interpreting course, Lucille Barnes Institute, City of Buenos Aires.
2014; Specialization in Subtitling in the care of the CTPBA.