

## **PERSONAL DATA**

**LAST NAME:** SANCHEZ CUENCA

**NAME:** OLGA

**BIRTHDAY:** August 25<sup>th</sup> 1966

**PLACE OF BIRTH:** Monterde, Zaragoza-Spain

## **ACADEMIC EXPERIENCE**

- **“Diploma Universitario, Graduado Social”**, Escuela Universitaria de Estudios Sociales, Zaragoza, 1985-1988.
- **F.P. 2º Grado, “Técnico Especialista en Informática de Gestión”**, Academia Marco, Zaragoza, 1980-1985
- **"Certificado de Nivel Avanzado de Inglés"**; Community College of San Francisco, San Francisco, California
- **"Certificado de Aptitud del Ciclo Superior de Inglés"**; Escuela Oficial de Idiomas, Alcalá de Guadaira (Sevilla), 1997
- **Course in judicial and journalistic translation:** English-Spanish/Spanish-English, Traducciones LTT, Sevilla, 140 hours
- **90 credits** towards a “Licenciatura en Historia”, Universidad de Sevilla
- **German classes, levels 1 & 2** , Instituto de Idiomas, Universidad de Sevilla, 1999
- **Russian classes, levels 1 & 2**, Escuela Oficial de Idiomas, Zaragoza, 1992

## LANGUAGES

- English written and spoken at bilingual level (TOEFL score: 608).
- Basic knowledge of Russian and German.

## WORK EXPERIENCE

- **HOUSING DIRECTOR, Institute of International Studies, Seville 1994-2002**

My responsibilities included:

- Coordinating the housing of American University students participating in our program. This included finding and interviewing potential homestay families, assigning students to their homestay and daily communication by e-mail with students in the U.S.
- Collection and accounting concerning housing payments.
- Serving as a mediator between the family and the student when conflicts arised.
- Organization of cultural trips taken by the students, the trips were to destinations such as Ronda, Granada, Córdoba, Jérez de la Frontera o Madrid.
- Serving as a guide on these cultural trips.

- **RECEPTIONIST, Las Offices of Public Advocates, Inc., San Francisco, California 1992-1994**

- Filing and correspondence.
- Attending switchboard composed of 9 telephone lines.
- Translation of legal correspondence and text to English/Spanish or Spanish/English.
- Word Processing

- **OFFICE CLERK, Expoaluminio, S.L. Zaragoza 1991-1992**

- Billing and filing.
- Duties of a receptionist

- **OFFICE CLERK, Aluminios Montón, S.L., Zaragoza 1987-1988**

- Word Processing.
- Filing.
- Duties of a receptionist.

- **DATA PROCESSER, CITY HALL, ZARAGOZA 1986**

- Word Processing related to the County population census of 1986