

CONSTANZA FRANCISCA SAAVEDRA PÉREZ

Québec (Québec) | constanzasaavedra@live.cl

(581) 748 - 6406

SPANISH-ENGLISH & ENGLISH-GERMAN TRANSLATOR AND INTERPRETER

Translator and interpreter with the ability to work in different environments, proactive and sociable with an exceptional ability to remain calm in stressful situations. I have well-developed communication skills and excellent time management abilities, as well as a significant capacity to work independently or as part of a team.

Key skills:

Teamwork | Adaptability | Problem-solving
Effective communication | Persistent | Responsible

WORK EXPERIENCE

World Medical Chile

2019 – 2024

CFO's Assistant

Assists the CFO in managing the distribution of medical products to a network of clinics and hospitals. Responsible for ensuring the timely and accurate delivery of products, as well as monitoring their correct operation and performing regular maintenance to guarantee functionality and compliance with industry standards.

- Purchasing and Inventory Manager
- Coordinating the unloading, inspecting, and storing of products.
- Assists the CFO in managing the distribution of medical products to a network of clinics and hospitals.
- Responsible for ensuring the timely and accurate delivery of products.

BioMérieux Chile

2016 - 2017

Receptionist

Receptionist, National purchasing manager and CFO's Assistant.

- Customer Service.
- Phone Management.
- Appointment Coordination.
- Mail Handling.
- Administrative Support (preparing reports, and ordering supplies).
- Reception Area Maintenance.
- Problem Resolution (acting as a liaison between clients and other departments).

Comercial Santa Elisa Ltda.

2014 - 2017

Owner

Personal entrepreneurship in the field of industrial safety products.

- Customer Needs Assessment (recommending suitable products).
- Inventory and Product Management.
- Advisory and Sales: Provide expert advice to clients on available security products.

Translator and Interpreter**2012 - 2015****Freelance**

Translation of texts, Interpretation: This involves orally conveying a message from one language to another, either simultaneously (while the speaker is talking) or consecutively (after the speaker has finished speaking).

- Interpreter business roundtable of the Thailand Embassy at the Marriot Hotel, Chile.
- Interpreter for the ambassador of Thailand at the Sheraton Hotel, Chile.
- Interpreter in NPO "Habitat for Humanity".

STUDIES

Technical Diploma in Executive Assistant

Manpower CFT, Santiago, Chile

English Spanish Translator and Interpreter

EATRI Institute, Santiago, Chile

Spanish – German Translator and Interpreter

EATRI Institute, Santiago, Chile

OTHER STUDIES/TRAINING COURSES

French Course, level A2.1, 2017 - 2018

French Institute, Chile

Diplomatic Protocol and Etiquette course, 2017

Diplomatic Academy Andrés Bello, Chile

German Training Course, level B2, 2013-2014

Goethe Institute, Chile

Course of investigation in Traductology, dictated by Christiane Nord, 2012

Universidad Católica, Chile