

**Eileen Karim Quiroz Arellano**  
**Bachelor in Linguistics**  
**Translator in English - Portuguese and Spanish**

**Home address** : Pasaje Itahue 1271 Villa Santa Carolina, Maipú.  
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**E-mail** : eileen.quiroz@gmail.com  
**Date of birth** : March 21<sup>st</sup>, 1988  
**Nationality** : Chilean

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**Employment history**

**2021 – 2024     Evalueserve**

**Business Analyst**

- Responsible for investigating financial aspects of companies and markets in general in accordance to the requirements of the clients in English, Portuguese and Spanish.
- Responsible for carrying out research through primary or secondary sources for the development of new businesses in the world. Create profiles of companies, executives and products based on publicly available information and deliver the results in different formats, such as MS Excel, PowerPoint and Word. Maintain constant communication with clients to ensure that their requirements were met, as well as to explain our approach and manage their expectations.
- Responsible for compiling financial news publications in English, Portuguese and Spanish.

**2018-2019**

**Cumbres Lastarria Hotel**

**In charge of payment to suppliers.**

- Responsible for registering supplier's invoices in ERP Softland system. Producing the daily income chart for management in Warehouse Department. Managing the payments of all the hotel suppliers, including basic services like gas and water; divided between payments through transfers and checks. Managing notary and banks proceedings for the company.
- Responsible for receiving, organizing, and coordinating all the documents produced by Front Desk's Audit.
- Responsible for receiving, organizing, and coordinating all the invoices received by Warehouse, Maintenance, or other departments.
- Responsible for the weekly bank deposit, in pesos and in dollars. Management of the administration's petty cash in accordance to registration on a spread sheet.
- Recurring support for the HH.RR. Department organizing events, company activities, checking the assistance book, getting documentation, etc.

**2015-2018**

**Cumbres Lastarria Hotel**

**Trilingual Front desk receptionist and cashier.**

- Responsible for receiving, registering, and guiding the incoming national and international guests into the hotel. Answering the phone for hotel guests, other departments' employees, and outsiders. Answer their questions and coordinate their requests.
- Responsible for closing the accounts of the departing guests. Managing cash and credit cards.
- Responsible for managing the payments made to the Tapas Bar. Management of cash and credit cards. Register on Excel spread sheet to keep the records of all the payments.
- Tourist guide for the guests. Coordinating services with agencies, prices, dates, and transports.
- Responsible for the Night Audit of the hotel one weekend a month. Registering all the invoice and other types of payments produced during the day in an Excel spread sheet. Producing the audit and the paperwork of it.

**2014-2015**

**Sociedad hotelera Su Merced S.A.**

**Trilingual Front desk receptionist and cashier.**

- Responsible for receiving, registering, and guiding the incoming national and international guests into the hotel. Responsible for answering the phone for hotel guests, other departments' employees, and outsiders. Answer their questions and coordinate their requests.
- Responsible for closing the accounts of the departing guests. Managing cash and credit cards.
- Responsible for managing the payments made to the restaurant. Management of cash and credit cards. Register on Excel spread sheet to keep the records of all the payments.
- Tourist guide for the guests. Coordinating services with agencies, prices, dates, and transports.

**2014**

**Instituto Los Leones**

**Portuguese teacher.**

- Responsible for teaching Portuguese to freshmen students of Patrimonial Tourism major. They finish the course with basic knowledge. Responsible for four classes.
- Responsible for teaching Portuguese to sophomore students of Patrimonial Tourism major. They finish the course with semi intermedium knowledge. Responsible for one class.
- Responsible for teaching Portuguese to senior students of Patrimonial Tourism major. They finish the course with intermedium knowledge. Responsible for one class.

**2013-2014**

**Instituto Chileno Norteamericano**

**Translator Spanish - English. Freelancer.**

- Responsible for translating official documents of the Registry's Office requested by clients to the institute, such as Grades Certificates, Graduation Certificates, Background check, etc. From Spanish to English.

**2013-2014**

**JF Hillebrand**

**Translator English - Spanish. Freelancer.**

- Responsible for translating official guidebooks of company production line from English to Spanish.

**2013**

**Feria Fipach**

**Interpreter Spanish-Portuguese for the Brazilian association ABIEPAN**

- Responsible for managing a fluid communication between the Brazilian hosts of Abiepan who spoke Portuguese and the Bread Bakers Fair attendees who spoke Spanish.

**2013**

**Instituto Cenaform**

**Portuguese teacher.**

- Responsible for teaching the mandatory Portuguese course to the Flight Attendant students. Five classes during morning and evening schedule.

**2013**

**Orica Mining Services**

**Translator English - Spanish. Freelancer.**

- Responsible for translating confidential documents from English to Spanish.

**2012**

**Universidad Santo Tomás**

**Consecutive interpreter to comic illustrator Greg Tocchini**

**Lecture: "Creativos en acción" November 16 and 17th.**

- Responsible for managing a fluid communication between the graphic artist Greg Tocchini, from Brazil, and the lecture attendees, students from the Design major of Santo Tomás University who spoke Spanish.

## **Education history**

<b>2014</b>	<b>Certification course “Competencias docentes para la educación superior”</b> Course for competencies teaching planning. Los Leones Institute.
<b>2007-2012</b>	<b>Universidad de Santiago de Chile</b> Bachelor’s Degree in Linguistics with a professional degree in Translation Spanish - English & Spanish - Portuguese.
<b>2010</b>	<b>III Translation Congress of Proz.com</b> attendee
<b>2008</b>	<b>Lecture “El otro Bicentenario: Jornadas sobre la llegada de la Familia Real Portuguesa a Brasil en 1808”</b> attendee
<b>1993-2005</b>	<b>Liceo Complejo Educacional Maipú</b> Middle & High School education.

## **Qualifications**

**English level:** advanced (spoken and written)

**Portuguese level:** advanced (spoken and written)

**Office software:** regular use of Word, Excel & Outlook. Medium level.

**Driver’s license:** yes

**Other software knowledge:**

- **Softland:** registration and payment of invoices.
- **Micros:** cashier at Bar de Tapas and Bar de Vinos of the Hotel Cumbres Lastarria.
- **Opera Pms:** hotel rooms’ management and payments in Hotel Cumbres Lastarria.
- **VHF CmNet:** hotel rooms’ management and payments in the hotel.
- **FnsRooms:** hotel rooms’ management and payments in Hotel Su Merced.
- **Tradoz:** translation assistant software.
- **MemoQ:** translations assistant software.

## **Contact recommendations**

- <b>Stephanie Urzua</b>	Supervisora en Evalueserve	+56951355699
- <b>Tamara Weitzel</b>	Gerente en Evalueserve	+56978061452
- <b>Jean Franco Funes</b>	Manager of Operations Hotel Cumbres Lastarria	+56978647131