



	<p>1995 – 1997                      K B TOYS</p> <p style="text-align: center;">Staunton Mall, Staunton, VA, USA</p> <p><b>Assistant Manager</b></p> <ul style="list-style-type: none"> <li>▪ The store's overall management, which included: hiring &amp; training the staff. Promoting new merchandise, customer service, schedules &amp; payroll, representing the company at conventions or other events where new merchandise was promoted, and the general administration of the store, including taxes, expenses, profits and losses reports, etc.</li> </ul> <p>1993 – 1995                      K B TOYS</p> <p style="text-align: center;">Ballston Commons Mall, Arlington, VA, USA</p> <p><b>Assistant Manager, Arlington District</b></p> <ul style="list-style-type: none"> <li>▪ General work and supervision of 5 stores, which included: Hiring &amp; training of some of the managing staff. Promoting new merchandise, customer service, schedules &amp; payroll, inventories, sales reports, employees' performance reports. And also the stores' administration, which included taxes, expenses, profits and losses reports, etc.</li> </ul> <p>1991 – 1993                      THE WALL MUSIC COMPANY</p> <p style="text-align: center;">Ballston Commons Mall, Arlington, VA, USA</p> <p><b>Assistant Manager</b></p> <ul style="list-style-type: none"> <li>▪ Hiring and training the staff, monthly inventories, schedules &amp; payroll, ordering of product, merchandising, sales' set ups and general administration of the business, including taxes, expenses, profits and losses reports.</li> </ul> <p>1988 – 1991                      K B TOYS</p> <p style="text-align: center;">Ballston Commons Mall, Arlington, VA, USA</p> <p><b>Cashier</b></p> <ul style="list-style-type: none"> <li>▪ Customer service, merchandising, helping at inventories and re-stocking of merchandise.</li> </ul>
<p><u>Education</u></p>	<p>1992 – 1994                      CORCORAN COLLEGE OF ART</p> <p style="text-align: center;">Washington, DC, USA</p> <p><b>Major: Graphic Design</b></p> <ul style="list-style-type: none"> <li>▪ Most of my studies were: Graphic Design, Artistic Composition, Art History, Painting, Drawing and Artistic Presentation.</li> </ul> <p>1991- 1992                      NORTHERN VIRGINIA COMMUNITY COLLEGE</p> <p style="text-align: center;">Annandale, VA, USA</p> <p><b>Major: Visual Arts</b></p> <p>Most of my studies were regarding Graphic Design, Painting, Drawing and some Art History.</p> <p>1987 - 1990                      Falls Church High School</p> <p style="text-align: center;">Falls Church, VA, USA</p>

	<p>Degree: High School Graduate</p> <ul style="list-style-type: none"> <li>▪ In High School, together with completing all the credits needed to graduate, my studies had an extra emphasis on Art classes.</li> </ul> <p>1978 - 1987                      Colegio La Salle</p> <p style="text-align: center;">La Paz, Bolivia</p> <p>Grade Completed: Ninth Grade</p> <ul style="list-style-type: none"> <li>▪ In this School, I completed all the credits needed to complete the ninth grade.</li> </ul>
<p><b><u>References</u></b></p>	<p>Compassion: Pam Hargis <a href="mailto:phargis@us.ci.org">phargis@us.ci.org</a>, – (719) 487 7139  ADRA Bolivia: Sandra Ramos – 222-1310  Andrade Gutierrez: Ricardo Unzueta – 221-9617  Berthin Consultoria: Mauricio Ballivián – 244-3372  Contraloria General de la República de Bolivia: Dr. Miguel Bonifaz 220-1414  Sika Bolivia: Gonzalo Castillo Tel. 2414861  Idiomas y más: Erik Avila Tel – 214-1962 – 211-8113  K B TOYS (Ballston): Brian Blair Tel. (703) 527-2617  K B TOYS (Staunton): Ann Koontz. Tel. (540) 885-0336  K-Tours Agency: John Jackson 44200780809480 (London)  Sanctuary Music: Johnnie Allen 44200920844520 (London)</p>
<p><b><u>Languages</u></b></p>	<p>I am able to speak, read and write proficiently English and Spanish</p>
<p><b><u>Other skills</u></b></p>	<p>I have had training in Customer Service, Marketing, Merchandising, Internal and External Theft Control, Business Administration and Personnel Training.</p> <p>These are the software programs I can use: Microsoft Office XP 2003, Internet Explorer, Lotus and Power Point 2002, Adobe-Page Maker 2003, FoxPro, VISIO, Freehand 48 and MS-DOS.</p>
<p><b><u>Exams</u></b></p>	<p>I have passed the following exams:</p> <ul style="list-style-type: none"> <li>- TOEFL Exam: 290</li> <li>- Michigan Exam: 95%</li> <li>- Translators' Examination (American Embassy): 96%</li> </ul>
<p><b><u>Courses</u></b></p>	<ul style="list-style-type: none"> <li>- First International Summit of Specialized Translation 2004</li> <li>- Certification of the School of Public Translators of the City of Buenos Aires 2004</li> <li>- Classroom techniques and new teaching methods - British Council – La Paz 2002</li> </ul>