

**Clare Elizabeth Hogg  
Sangurima 13-25  
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Cuenca - Ecuador**

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## **Education**

***Master's Degree in Latin American Studies with Distinction, University of Liverpool, England***  
September 2003 – September 2004

- Awarded a full scholarship by the UK Economic and Social Research Council (ESRC)
- Deepened my knowledge of the history, politics, societies, economics, culture, and development of Latin America while specializing in sociology and anthropology
- Final dissertation: employed qualitative research methods to independently investigate the causes and impacts of international migration in a southern Ecuadorian town

***First Class BA Honors Degree in French with Spanish, University of Newcastle, England***  
1996 – 2000

- Developed French and Spanish into English translation skills
- Received training in the art of consecutive interpreting
- Gained special expertise in (socio-)linguistics, language acquisition and literature
- Followed degree modules at universities in France and Spain (6 months respectively)

***Secondary Education, Richmond School, North Yorkshire, England***  
1992 - 1996

- **A-Levels:** French (A), Math (A), Chemistry (A), General Studies (B)
- **Nine GCSEs at Grade A\***, including English, Math and Science

## **Work Experience**

***Freelance Spanish-English/French-English Translator based in Ecuador***  
Mid-2004 to date

- Provide accurate, naturally-flowing and timely translations to international clients
- Proficient use of Wordfast, Trados, and diverse word reference sources
- Fields of specialization: social sciences, business (esp. HR), education and training, literature, culture and the arts, tourism, travel, international development, linguistics
- Strive for customer service excellence and the highest levels of client satisfaction

***Final Year Primary School Teacher, The American School, Guayaquil, Ecuador***  
March 2005 – March 2006

- Organized, delivered and assessed literacy, language art and science programs
- Elaborated lesson plans, academic reports and other documents as required
- Monitored and encouraged low-achievers, while liaising closely with their parents

## **Work Experience (Continued)**

### ***English as a Foreign Language Teacher, Centre for Inter-American Studies, Cuenca, Ecuador***

November 2004 - March 2005 / September 2000 - September 2001

- Responsible for preparing, delivering and formally assessing general, business, exam and conversational English courses for a variety of ages and levels
- Contributed to the development of school resources by writing, piloting, revising and making available new didactic materials

### ***Senior Teacher, Centre for Inter-American Studies, Cuenca, Ecuador***

June 2002 - June 2003

- Provided academic support, cultural guidance and feedback on observed performance to the large multicultural staff of new and seasoned teachers
- Proposed and helped to implement a work-friendly teacher training program
- Promoted information-sharing by establishing and expanding a highly accessible teacher resource library

### ***Expatriate Payroll Administrator, Procter & Gamble UK, Newcastle upon Tyne, England***

December 2001 – May 2002

- Updated, distributed and stored expatriate pay sheets and other databases to strict monthly deadlines and in accordance with established company procedures
- Maintained company standards of customer service excellence by responding promptly and comprehensively to incoming telephone and e-mail relocation queries

### ***Sociolinguistic Research Assistant, University of Newcastle upon Tyne, England***

August 1999 - September 1999

- Administered over one hundred questionnaires to investigate comparative rates of lexical innovation among adults and schoolchildren in France and England
- Collaborated in the publication: "The Pollyanna principle in English and French: a study of variable lexis", Journal of Pragmatics, 2001 (with N.R. Armstrong)

## **Other Training**

### ***The University of Cambridge Certificate in English Language Teaching to Adults (CELTA)***

International House, Newcastle upon Tyne, England, 1999

- Learned to plan lessons, use course books, create materials, manage the classroom and time, and formally assess. Completed six hours of observed teaching practice.

### ***The European Computer Driving License Certificate (ECDL), British Computer Society, 2001***

- Undertook training and was tested in the use of Microsoft Office, Internet and e-mail

## **Personal Details**

- Native British Citizen
- Born on 28 September 1977
- I enjoy reading, running, making handicrafts and hiking
- I possess a keen interest in international relations, travel and tourism

# HOGG Clare Elizabeth

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Nationalité britannique

## FORMATION

2003 – 2004

***Maîtrise en Etudes de l'Amérique Latine avec Mention, Université de Liverpool, Angleterre***

- DEA multidisciplinaire d'affaires contemporaines : économie et commerce, politique, développement, culture, éducation et histoire
- Spécialisation en sociologie et anthropologie
- Formation en méthodes de recherche socio-scientifiques
- Thèse : 'La migration de retour dans la province de l'Azuay'
  1. Entrevues en profondeur avec des ex-migrants
  2. Analyse de dates qualitatives et identification de tendances

1996 – 2000

***Licence (BA Degree) en Espagnol et Français (First Class Honours = distinction réservée aux meilleurs étudiants), Université de Newcastle upon Tyne, Angleterre***

- Perfection des quatre compétences langagières
- Spécialisation en traduction, linguistique et acquisition de deuxième langue
- Année d'études en France et Espagne

1999

***Le Permis Européen de l'Utilisation d'Ordinateurs***: délivré par La Société Britannique de L'Informatique suite à un cours pour une utilisation efficace du package Microsoft

1999

***Certificat de L'Enseignement d'Adultes en Anglais Langue Etrangère (CELTA), Université de Cambridge, Angleterre***

- Formation intensive dans la planification de cours, la création de matériel didactique, les modes d'enseignement.

1992 – 1996

***Lycée : Richmond School, North Yorkshire, Angleterre***

- A-Levels (deuxième partie du Baccalauréat): Français (A), Mathématiques (A) et Chimie (A)
- GCSEs (première partie du Baccalauréat): Neuf matières dont Anglais (A\*), Mathématiques (A\*) et Sciences (2A\*)

## **EXPERIENCE PROFESSIONNELLE**

*Mi-2004 a date*

### ***Traductrice Indépendante du français/espagnol vers l'anglais (située en Equateur)***

- Préparation de traductions exactes et soumission dans les délais impartis
- Usage très compétent des logiciels de traduction Trados et Wordfast
- Expérience de la traduction des manuels d'instruction et de formation, descriptions de produits, guides touristiques et articles de magazine entre autres
- Engagement total pour l'excellence du service clients

*Mars 2005 – Mars 2006*

### ***Institutrice, L'Ecole Américain, Guayaquil, Equateur***

- Organisation, direction et contrôle des cours de lecture, langue et sciences
- Production trimestrielle de bulletins scolaires et disciplinaires détaillés
- Surveillance étroite aux élèves en difficultés en liaison directe avec leurs parents

*Novembre 2004 – Février 2005 / Juin 2002 – Juin 2003 / Septembre 2000 – Septembre 2001*

### ***Professeur d'Anglais, Centre d'Etudes Interaméricaines, Cuenca, Equateur***

- Planification et évaluation personnalisée de cours de langue et culture anglaises adressés à des étudiants équatoriens de différents niveaux et d'âges variés
- Création et mettre en œuvre de nouveau matériel pédagogique

*2002 – 2003*

### ***Coordinatrice Pédagogique pour la Direction et le Personnel, Centre d'Etudes Interaméricaines, Cuenca, Equateur***

- Conseil académique et culturel au personnel de quarante professeurs
- Aider avec la organisation et direction de programme de formation continue
- Observations de classe et évaluations des professeurs
- Création et maintien d'une bibliothèque de ressources didactiques

*2001 – 2002*

### ***Administration Economique: Rémunération d'Expatriés en France, Procter et Gamble, Newcastle sur Tyne***

- Utilisation de systèmes informatiques pour le calcul des fiches de paye
- Elaboration précise et communication ponctuelle de réajustements salariaux
- Réponse immédiate aux demandes diverses des collègues et clients

### ***Assistante de Recherche Linguistique, Université de Newcastle sur Tyne***

*Août 1999 – Septembre 1999*

- Recherche sous forme de sondage en France (6 mois) et en Angleterre
- Publication : Le principe Pollyanna en Anglais et Français : une étude du lexique variable (Journal of Pragmatics, 2001, avec N.R. Armstrong)

## **DIVERS**

- Loisirs : sports hippiques, cyclisme, footing et randonnées
- Vif intérêt pour les voyages, de rencontres d'autre cultures et le travail artisanal

## **PERSONAL INFORMATION**

- Name: Diego Alfredo Punin
- Date of Birth: 20 April 1976
- Nationality: Ecuadorian
- Address: Sangurima 13-25 y Juan Montalvo  
PO Box 01-01-993, Cuenca, Ecuador
- Tel: +593 72 842 230
- E-mail: bw\_trans@yahoo.co.uk

## **WORK EXPERIENCE**

Mid-2004 to date

### ***Freelance English-Spanish Translator, Cuenca, Ecuador***

- Use of Trados and Wordfast to produce accurate and timely translations of technical and engineering documents for international clients
- Experience of translating training and procedure manuals; technical and work specifications; websites; textbooks; desktop publishing; and AutoCAD files

Dec 2003 – Jan 2005

### ***Director of “El Valle” Mining Cooperative, Limón, Ecuador***

- Managed and administered the organization’s production of barites
- Prepared and provided up-to-date information on organizational finances to Ecuador’s National Mining Directorate

Jan 1999 – Jun 2003

### ***Head of Molds and Tool & Die, ERGOS Gym Equipment, Cuenca, Ecuador***

- Designed and constructed thermoplastic injection molds for weight machines, training accessories, and physiotherapy equipment
- Designed and constructed dies for stamping metal parts
- New product research and development
- Established in-house use of computer-assisted engineering systems (CAD, CAM and CAE)
- Used Computer Numerical Control programming to mass produce complex parts
- Repaired and maintained company machinery and tools

Sept 1998 – Dec 1998

### ***Head of Technical Office, Mold and Tool & Die Laboratory, The Salesian University of Ecuador in Cuenca***

- Responsible for the establishment and daily management of the Technical Office
- Used CAD to design molds and dies for plastic and metal products
- Supported undergraduate assignments and dissertation projects
- Undertook project-planning for external business clients
- Devised a computer program for drawing up budgets

Jul 1997 – Sept 1997

### ***Technician, Mold and Tool & Die Laboratory, The Salesian University of Ecuador in Cuenca***

- Constructed dies for stamping and drawing sheet metal
- Responsible for carrying out corrective maintenance of molds and dies

## **EDUCATION**

Sept 2003 – Dec 2005

### ***BSc. Honors-level Degree in Mechanical Engineering with Major in Production, The Salesian University of Ecuador in Cuenca***

- Studied the development of manufactured products, production planning, design of manufacturing lines, plastics and plastic transformation processes
- Three-month industrial placement with ERGOS Gym Equipment during which I designed, constructed and implemented a new stamping system
- Final dissertation: adapting silica treatment and production processes, and how to implement these in an Ecuadorian silica mine

Oct 1995 – Jul 1998

### ***Technologist in Mechanical Engineering with Major in Mold and Die Making, The Salesian University of Ecuador in Cuenca***

- Main subjects included mold and die design and construction, heat treatment of materials for mold and die making, materials science, fault-testing materials and report writing, and polymers
- Academic study complemented by extensive in-laboratory mechanical construction
- Final dissertation: designing and constructing a mold for mass producing plastic caps

Oct 1988 – Jul 1994

### ***Secondary Education: Salesian High School, Cuenca, Ecuador***

- Graduate in Industrial Mechanics with Specialization in Mold and Die Making

## **OTHER TRAINING**

Nov 2003

### ***International English Language Testing System (IELTS), The University of Liverpool, England***

- Four-week intensive preparatory course

Jul 2000 – Dec 2001

### ***General English Language Course, Centre for Inter-American Studies, Cuenca, Ecuador***

- Development of listening, reading, writing, speaking and vocabulary skills to upper-intermediate level

### ***Computer skills***

- Microsoft Office
- Inventor Series V8 (Autodesk-certified course, Jun 2004)
- AutoCAD Mechanical; Mechanical Desktop; AutoCAD (The Salesian University, 2002)
- Pro-engineer
- Visual Basic 6.0 (Ecuadorian Ministry of Education, 1999)
- InDesign and QuarkXpress

## **HOBBIES AND INTERESTS**

- I enjoy tropical dancing, working out and hiking
- I possess a keen interest in new technologies, Europe and construction