**Lorna Baxter**

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**Education and Qualifications**

2007 – 2011 University of Leeds

BA Linguistics and Spanish 2:1 (with distinction in spoken Spanish)

2011 European Business School, London

Spanish Chamber of Commerce Advanced Diploma in Business Spanish, distinction

2005 – 2007 Alton College, Hampshire

AS level Psychology – grade A

A level English Language – grade B

A level Geography – grade B

A level Spanish – grade A

2000 – 2005 St. Catherine’s school

9 GCSEs grades B – A\* including Maths, English, Spanish and French

**Work Experience**

September 2011 – July 2012 INACAP Apoquindo, Santiago, Chile

Teaching English in a university in Chile, working principally with translation students, as well as students from different practical courses

October 2009 – June 2010 IES Santiago Apostol, Extremadura, Spain

Working as a language assistant in the bilingual section of a secondary school

June – August 2008 On Track Recruitment, Farnham

Temping work in a variety of receptionist and secretarial positions and work in a call centre

**Achievements and Awards / Positions of responsibility**

April 2008 – April 2009 Secretary of Spanish, Latin American and Portuguese Society at University of Leeds

Organization and publicity of social events throughout the year, including a trip to Madrid with 40 students

LAMDA Speech and Drama exams up to grade 8

**Additional Skills**

Driving licence (since November 2006)

Fluent in Spanish and basic level of communicational French and Italian

Competent IT skills, including all Microsoft Office applications, as well as use of email and internet