



KEVIN HUGHES - DoS/TEACHER/TRANSLATOR

Some of the governmental organizations and companies which I have collaborated with are:
The Government of Catalonia, Ministry of Development (Spain), Open University of Catalonia, Planeta de Agostini, Salvat, PIMEC, Pitágoras, University of Barcelona, Schneider, Pirelli, ESEI, Zimmer Biomet, Logicalis, Sony, Twentieth Century Fox, etc.

PERSONAL DETAILS

NATIONALITY: English
NIE: X8868755R

DATE OF BIRTH: 25/02/1977
PLACE OF RESIDENCE: Barcelona

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EDUCATION

Sept/02 - July/06	UNIVERSITY OF SALFORD BA (Hons): MEDIA, LANGUAGE & BUSINESS - Journalism, Spanish and Business - 1st of the promotion	Manchester, England
Sept/04 - Sept/05	UNIVERSIDAD ANTONIO DE NEBRIJA MARKETING, PUBLIC RELATIONS AND CREATIVE ADVERTISING	Madrid, Spain
Sept/01 - Sept/02	BLACKBURN COLLEGE A-LEVELS: MATHS, FURTHER MATHS, AND PHYSICS	Blackburn, England

WORK EXPERIENCE

Dec/06 - Present	ENGLISH TEACHER FREELANCE - Teaching in-company at governmental organizations and companies from different sectors: The Government of Catalonia, Endesa, Zimmer Biomet, Open University of Barcelona, PIMEC, ESEI Business School, Salvat publishing house, Planeta publishing house, Pirelli, etc. - Business English - Teaching groups/1-2-1 in academies: adults and children - Preparation of official exams	Barcelona, Spain
Dec/06 - Present	TRANSLATOR FREELANCE - Translation for governmental organizations and companies from different sectors: European Space Agency, Ministry of Development (Spain), Twentieth Century Fox, SEAT, Sony, Augusta Art Institute, Hesperia, Universidad of Barcelona, Talkcom, etc. - In-house translation (Schneider) - Proofreading	Barcelona, Spain
Sept/13 - June/16	DIRECTOR OF STUDIES (DoS) ILAB (International Language Academy of Barcelona) - Management of the language academy - Coordination of teaching staff - Translation project management - B2C content creation - Customer Acquisition - Management of public tenders - Development of pedagogical materials	Barcelona, Spain
Jan/08 - Sept/12	DIRECTOR OF STUDIES (DoS) HOME ENGLISH Language Academy (Planeta Group) - DoS of the Home English language academy - Selection and coordination of teaching staff - Management of in-company English training for the employees of the Planeta Group around Spain - Development of pedagogical materials for the Home English brand - B2C content creation - Teaching	Barcelona, Spain
Sept/07 - Feb/08	TRANSLATION PROJECT MANAGER REINISCH - Translation project management - Layout correction using QuarkXPress and InDesign - Management of translation tools (Trados) - Detection and implementation of improvement processes - Liaison with clients and freelance translators	Barcelona, Spain

Dec/06 - Sept/07	ENGLISH TEACHER OxbridgeTEFL - In-company training - Translations	Barcelona, Spain
Oct/04 - May/05	PUBLIC RELATIONS ASSISTANT Sexto Sentido (Twentieth Century Fox) - Development of projects for new releases - Impact analysis of advertising campaigns in print media - Content creation and translation of press releases	Madrid, Spain
Sept/98 - Sept/99	SALES EXECUTIVE PEUGEOUT (PERRY'S) - Sales based on objectives - Organization and objective planning - Customer service	Blackburn, England
Oct/93 - Sept/98	SALES EXECUTIVE PORTRAITS OF DISTINCTION - Sales based on objectives - Organization of sales team - Customer service	Blackburn, England

LANGUAGES

	ENGLISH	CATALAN	SPANISH
READING:	NATIVE	INTERMEDIATE	PROFICIENCY
SPEAKING:	NATIVE	BASIC	PROFICIENCY
WRITING:	NATIVE	BASIC	PROFICIENCY

ADDITIONAL INFORMATION

ADDITIONAL TRAINING COURSES

Jan/99 - Feb/99	PERRY WAY (Advanced Sales Course) - Advanced sales techniques - Customer service - Professional telephone techniques	Blackburn, England
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HOBBIES

Jan/03 - Present	PRESENTER / RADIO PRODUCTION - International Radio Festival 2011 (Zurich, Switzerland) - Radio Círculo - Círculo de las Bellas Artes (Madrid, Spain) - Shock FM (University of Salford, Salford, England) - Laid Back Radio (Brussels, Belgium) - Canora Radio (Madrid, Spain)	Europe
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IT SKILLS

OFFICE IT	Microsoft Office, EXCEL, PowerPoint, etc.
OPERATING SYSTEMS	Windows, Mac OSX
DESIGN SOFTWARE	Photoshop, QuarkXPress, InDesign
TRANSLATION PROGRAMMES	Trados, Tag Editor
AUDIOVISUAL APPLICATIONS	AVID, Final Cut Pro, Final Edit Pro, Cubase, Ableton Live, Reason, etc.
INTEGRATED PACKAGES	IBM Notes