



**Jorge Luis
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RESUME

Knowledge and Academics:

Mechanical Engineer, with C1 or equivalent in English and native Spanish, for speaking and writing skills. Knowledgeable in the CELTA, CEFR and task based teaching methods. Also with technical knowledge in English and experience as a simultaneous and written translator, for administrative areas.

Work Experience:

Accounting assistance, handling of administrative tasks focused on procurement procedures. IT services and support, Translations Spanish-English, written and spoken. Maintenance, parts procurement and maintenance of trucks. English Teacher Trained under the CELTA, CEFR and Task Based methods , taught many students of diverse ages and levels.

Working Skill:

- ▣ Continuous Improvement
- ▣ Capable Analysis
- ▣ Autonomy and Personal Initiative
- ▣ Recursivity and Adaptability

EXPERIENCE

Centipede Offshore C.A., Accounting assistant.

June 2015-July 2017

Functions and Responsibilities:

Issuing PR and PO, Petty cash assistance and conciliation. taxes and withholding assistance, IT support, documents and images optimization and recovery, Translation assistance between company branches. Supply procurement and cost reduction for the West Freedom RIG, operated by Seadrill..

Achievements:

- ▣ Procurement cost reduction using Excel sheets automated comparison.
- ▣ Optimized the processes and logistics related to the supplies procurement and delivery.
- ▣ Reduced the Admin Work by allowing the input of information in a parallel manner.
- ▣ Reduced the Calculation time for excel by programming and optimizing the Formats.

Transportes Vivas F.P., Maintenance Manager.

May 2014-May 2015.

Functions and Responsibilities:

Responsible for the procurement of parts and the maintenance of heavy transport units..

Achievements:

- ▣ Established a preventive maintenance procedure.
- ▣ Reduced the downtime equipment and associated costs.
- ▣ Optimized the procurement processes for the required parts.

Fyr Lois, Freelance English Teacher.

April 2014-May 2014.

Functions and Responsibilities:

English Teaching using the Communicative and task based approach , following CELTA and CEFR Stipulations..

EDUCATION

TITLE:

Mechanical Engineer.
Universidad Nacional Experimental del Táchira(UNET).
NOVEMBER 2013.

Skills:

- Mechanical design software, CAD/CAM, Finite Element Simulators.
- 3D Printing Experience and Control using Arduino.
- Knowledge and Usage of OS Based on Linux and other open source projects.
- Knowledge and Usage of Office Suites, and their programing and optimization.
- Web services management and development: C, Python Ruby (includes Ruby on Rails), and NodeJS.
- Design of control systems using HYSYS and Inventor.
- Translation English y Spanish, witten and spoken.

CURSOS

- OMI COURSES 1.13, 1.19, 1.20, 1.21
- Web Application architectures, Ruby on Rails

REFERENCIAS

Available on request of interested parts.