

Susana Echeverría-Corlett

4121 Arkansas Avenue NW, Washington DC 20011
202.621.9860 / 202.386.8006
susana_echeverria@hotmail.com

WORK EXPERIENCE

SELF EMPLOYED
Washington,DC USA

Web Design / Translations

Present

- Work, on a contract basis, for Web Design and Translation / Interpreting jobs

NCLRC
Washington,DC USA

Webmaster / E-publications Assistant

March 06-Aug. 09

- Successfully redesigned the organization's website from scratch
- Responsible for the upload and design of the monthly newsletter
- Responsible for the existing website: fixing broken links, updating content, adding features and more
- Recreated the entire monthly e-newsletter using templates and a consistent look
- Programmed an online survey to obtain feedback from newsletter recipients
- Programmed an e-mail form to facilitate users' feedback
- Research and/or create illustrations, buttons and other graphics as needed
- Responsible for modifying and retouching photographs used in website

UNIVERSITY RESEARCH CO.
Maryland, USA

Computer-based training Coordinator

Oct.02-Jun. 05

- Oversaw communications with technical advisors, programmers, doctors and designers
- Coordinated the creation of computer based training material for health care professionals
- Designed and improved the layout for the training material (CD-Rom)
- Edited and reviewed materials to insure language accuracy (English and Spanish)
- Kept an inventory and organized all the relevant material (photographs and related documents)
- Researched pictures and documents relevant to the CD-Rom subject

LINGUAKIDS, INC
Connecticut, USA

Spanish and French Instructor

Oct.01 - Feb.02

- Taught Spanish and French to elementary-school children
- Designed textbooks and improved existing curriculum

THE FAMILY CENTER
New York, USA

Development Assistant and Translator

Nov.00 - Oct.01

- Designed brochures and newsletters for outreach
- Created PowerPoint presentations, flyers, invitations and other graphic material
- Translated brochures and other published material (English into Spanish)
- Implemented and maintained the Development Material Inventory

SELF-EMPLOYED
Quito, Ecuador

Free-lance Translator and Interpreter

Jan.97 - Aug.00

- Worked on technical and non-technical language translations from English and French into Spanish
- Completed a variety of projects for the non-profit, education, tourism and manufacturing industries
- Served as a guide and interpreter for foreign visitors

THE BRITISH COUNCIL
Quito, Ecuador

Arts Officer

Mar.98 - Dec.98

- Oversaw affairs of the Arts and Cultural Department
- Coordinated the creation of all printed material (posters, brochures, newsletters, etc.)
- Organized touring events, arts and film exhibitions, concerts and press conferences
- Managed the annual budget and organized fundraising activities
- Coordinated the leadership of the National Arts Team
- Managed the department's donor database

BUREAU VERITAS
Quito, Ecuador

International Import/Export Control Coordinator

Mar.96 - Jan.97

- Managed liaisons between the Ecuadorian office and inspection offices abroad
- Successfully handled, processed and solved client complaints
- Ensured the quality and accuracy of the alien-inspection report

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EDUCATION

SESSIONS.EDU New York, USA	Web Design Certificate , online training.	2005-2006
NEW YORK INSTITUTE OF PHOTOGRAPHY New York, USA	Certificate on Professional Photography	2002-2005
CASA DO BRAZIL Salvador, Brazil	Certificate of Portuguese Studies .	Feb. - Jul. 02
UNIVERSITY OF NANTERRE, PARIS X Paris, France	LEA License (4-year degree in Foreign Languages Applied to International Relations Complemented by the DEUG degree below).	1996 - 1998
WIMBLEDON SCHOOL OF ENGLISH London, England	Cambridge CAE (Certificate of Advanced English) .	1994 - 1995
ANGERS UNIVERSITY, BELLEVEILLE Angers, France	LEA DEUG (French 2-year LEA College Degree) .	1992 - 1994
INSTITUTO METROPOLITANO DE DISEÑO Quito, Ecuador	2-year Graphic Design Studies .	1990 - 1992

SKILLS

Computer	Dreamweaver, Fireworks, FlashMX, HTML, Adobe PhotoShop, Illustrator, Quark-X-Press, MS Office
Languages	Spanish, French and English (trilingual), Portuguese (fluent), Italian and German (basic knowledge).