

CURRICULUM VITAE



Tamara Rey Leyes

Nationality: Argentine

Date of birth: 21.08.1991

Location: Autonomous City of Buenos Aires, Argentina

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Work Experience

11.2019 – Present | Vivanco & Vivanco Law Firm

Tasks performed: Paralegal – Translator – Coordinator at international law firm in Intellectual Property, Immigration and Corporate law. Assistance in Intellectual Property Strategies. Translations: English into Spanish and Spanish into English. Correction of texts in English. In-company English lessons.

08.2017 – 11.2019 | Administrative Office of the University of Buenos Aires

Secretary of Science and Technology. Tasks performed: Private Secretary: assistant of the Secretary of Science and Technology, client service / Department of Institutes (UBA and UBA-CONICET): organization of directors' contests, drafting of resolutions, administrative tasks. / Translations: English into Spanish and Spanish into English. Edition of emails in English.

2.2015 – 12.2019 | Camden Language English Institute, Argentina.

Tasks performed: English lessons up to advanced levels. Technical and literary translations (English into Spanish and Spanish into English).

11.2012 – 08.2017 | Gráfica Laser Printing House, Argentina.

Tasks performed: secretary, deposit operations, payment of suppliers, manager assistance.

Education

04.2021 – Present | Law, School of Law – UBA

03.2011 – 03.2019 | Certified English Translation, School of Law – UBA

03.2005 - 11.2010 | Teaching Diploma – Colegio Esteban Echeverría

Computer Skills

MS Office.

Excel, Intermediate | Word, Advanced | Power Point, Intermediate.

Languages

French: Intermediate level.

Portuguese: Advanced level – CELPE BRAS Certificate

Courses and Further Skills

Brush up your English Course (EGI Education)

Course offered by EGI Education to train English teachers

Length: 1 year

Education Training Course (UCES)

Training Course offered by Universidad de Ciencias Empresariales y Sociales to technicians and professionals

Length: 1 year

Intensive Postgraduate Course in Intellectual Property (UNNE)

Course offered by Universidad Nacional del Nordeste

Length: 30 hours

Casa do Brasil: Advanced level of Portuguese

4-Year Portuguese course.

Étudier en France: French Intermediate Course B1-B2

Online course of Coursera, authorized by École Polytechnique

GAAP Course

Generally Accepted Accounting Principles Course organized by the Sworn Translators Association in and for the city of Buenos Aires (CTPBA)

Legal English: Techniques and strategies to read and understand legal texts – Introductory Level

Course offered by the Secretary of University Extension of the School of Law (UBA)

Length: 12 hours

Introduction to Subtitling: General theory, Practice, Software and Professional Work

Course organized by CTPBA

Length: 12 hours

Organization of the LEAN Manufacturing International Seminar

English seminar in charge of Professor Todd Myers from Ohio University at the Engineering School (UBA)

Length: 16 hours