

# Curriculum Vitae

**Maria T. Albrecht**

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Address: 36 Fountain Road, SW17 0HQ London, UK.

16/10/79 – European Citizenship

**1) English:** fluent **2) Spanish:** fluent

**3) French & German:** intermediate **4) Others:** basic

## Education

2017 (Jul-Sep)	<b>CELTA teacher training</b> , at Saxoncourt, in London, <b>UK</b> .
2013 (Aug-Dec)	<i>Social Management</i> Ext. course at Universidad de San Isidro, Argentina.
2008 (Jan-Feb)	<i>International Commerce</i> Intensive course at Standard Bank Foundation
2004 (Jan-July)	<b>Business Administration</b> Student Exchange Programme (4th year) at L'école Supérieure de Commerce International du Pas-de-Calais, <b>France</b> .
2002-2004	<b>Associate Degree in Marketing</b> at UADE: Universidad Argentina de la Empresa, in Buenos Aires.
1999-2000	<i>Engineering in Business Development</i> at UADE. (2 years - Indust. Eng. Foundation)
1997	<b>Bilingual (Eng/Sp) Bachelor Degree in Sciences and Literature (Northlands)</b>
1993-1997	Northlands School, secondary school. (British school in Buenos Aires)
1984-1992	Nuestra Señora de la Unidad School, primary school. (Bilingual school)

## Work Experience

2014-2018	Extensive travel and ad hoc jobs
2012-2013	Admin. & Personal Assistant - Real Estate Sector (M.A.D. S.A., Argentina.)
2011	Social Enterprise Project Coordinator ( <a href="http://www.globing.org">www.globing.org</a> )
2010	Real Estate Agent (Reynolds Properties, Bs.As.)
2009	Office Admin. & PA (Tradewind Tankers – World Trade Center, <b>Barcelona</b> )
2008	Nursery Assistant in <b>London</b> , UK (Eveline Day Nursery Schools)
<u>In Argentina:</u>	
2007	Front Desk & Corporate Receptionist (Nestlé - Head Office)
2005-2006	Triling. Admin. Assistant at disting. Patent & Trademark Agency (Matute & Asoc.)
2005	Business Project Analyst (Voluntary University Coursework)
2004	Sales Representative, USA Customer Care (Monitra Security Systems Call Center)
2001	Teacher, voluntary work at San Francisco's Child Foster Centre (in Córdoba)
2001	Translator & Negotiator in "US Colgate-Palmolive e-Auction" (Silmar S.A.)
1998-2000	Administrative & Commercial Assistant (Storz S.A.)
* Others:	Private Teacher, Au Pair, etc. (over the years)

## Language & Computer Skills

1997	<b>I.B. INTERNATIONAL BACCALAUREATE (Northlands)</b> (English as First Language, French as Second Language, Maths, Biology, etc.)
1995	I.G.C.S.E. Cambridge Exams (Northlands School)
1989-1995	German (Humboldt Akademie und Goethe Institut)
✓ Competent in:	<b>Microsoft Office</b> {Word, Excel, PowerPoint, Outlook}, Internet, Web Design CS3.
✓ Amadeus agent:	PMII12177-5989 (Spain, 2014)

## Interests

- \* I love nature and intercultural exchanges. I am fond of languages, travelling and adventure sports.
- \* I enjoy learning and teaching to children.
- \* I am keen on acquiring knowledge and new abilities with each activity that I undertake so as to cultivate myself and be able to progress as a professional and as a person.

*The necessary references are available upon request. — Thanks for your consideration.*