

RÉSUMÉ

HANS CARLOS MENDOZA

I. PERSONAL INFORMATION

PERMANENT ADDRESS: Avenida Busch 1667, Edificio Río Esmeralda, Depto. 16B, Miraflores, La Paz - Bolivia.

HOME TELEPHONE/FAX No.: 591 2 2240043. Mobile Telephone No.: 591 7 1540379

PLACE OF EMPLOYMENT: Public Affairs Section, American Embassy

PREVIOUS PLACE OF EMPLOYMENT: CBA, Bolivian American Bi-National Center

PERSONAL REFERENCES:

Erick Foronda, Press Specialist, PAS, American Embassy. Telephone No. at Work: 591 2 2430251 X-2593. Mobile Telephone No.: 591 7 2001693

Jenny Pipe de Noya, Academic Director and Norma de Moron, Administrative Director, CBA La Paz. Telephone No. at Work 591 2 2431446, 2431379, 2430107

Milton Villarroel N., Official Translator/Interpreter, Santa Cruz. Telephone No. at Work: 591 3 3425067

Alfredo Flores O., General Manager, Institute "Inglés Técnico Empresarial y Especializado," La Paz, and Freelance Interpreter. Telephone No. at Work: 591 2 2442891. Mobile Telephone No.: 591 7 1553064

Laurence Chavez, Computer Systems Supervisor, CBA La Paz and Official Translator/Interpreter. Telephone No. at Work: 591 2 2431446

Franz Gutiérrez, Freelance English Teacher, Translator. Home Telephone No.: 591 2732355. Mobile Telephone No.: 591 7 1554157

II. EDUCATIONAL BACKGROUND

Feb. - Aug. 1988: Alliance Française, La Paz, Bolivia: First two out of three Advanced Courses in Commercial French

Nov. 1988: Alliance Française, La Paz, Bolivia: Diplome de Français Pratique

Feb. - Nov. 1988: Alliance Française, La Paz, Bolivia: Etudes de la Langue Française

a Niveau Pratique

Feb. - Aug. 1988: German Cultural Center Göethe Institut, La Paz, Bolivia: five courses of the German Language

May 1987: Berea College, Berea, KY, USA: Bachelor of Arts Degree, Double Major in Physics and Mathematics CUM LAUDAE (With Honors with a cumulative G.P.A. of 3.66, 3/100 of a point short of a MAGNA CUM LAUDAE: with great honors)

1983 - 1987: Berea College, Berea, KY, USA: Double Major in Physics and Mathematics

Winter 1985: Exchange student at Calvin College, Grand Rapids, Michigan

Dec. 1982: American Institute, La Paz, Bolivia: High School Diploma with Honors with the highest G.P.A. in High School

1970 - 1982: American Institute, La Paz, Bolivia: Primary School, Junior High, and High School

III. WORK EXPERIENCE

July 2000 – Present Day: Official Translator/Interpreter, Public Affairs Section, American Embassy

Nov. 1999 – Present Day: Freelance Translator / Interpreter certified by the University of Cambridge, United Kingdom, for the European Union

1989 - Present Day: Translator and Interpreter in the Official List of Translators and Interpreters of the United States Consulate General in Bolivia

Oct. 1995 - Oct. 1999: Director of the Miraflores Branch of the Centro Boliviano Americano, with the following responsibilities/duties:

- Administrative supervision
- Academic supervision
- Physical supervision of the premises
- Supervision of over 500 students
- Program and Schedule Elaboration
- Growth strategy planning
- Public Relations
- Inventory Oversight

Feb. 1995 - Oct. 1995: Centro Boliviano Americano, La Paz, Bolivia: Teacher Counselor

1988 - 1989: Freelance translator and interpreter

1984 - 1987: Berea College, Berea KY, USA: Teaching Assistant in the Physics Department

1986 - 1987: Berea College, Berea KY, USA: Development Office mailroom worker

1985 - 1986:	Berea College, Berea KY, USA: Spanish Tutor
1983 - 1984:	Berea College, Berea KY, USA: Science Building Maintenance worker

IV. AWARDS, CERTIFICATES, HONORS AND SEMINARS

Apr. 2000:	<p>Certificate of Proficiency in English GRADE A, awarded by the University of Cambridge Local Examinations Syndicate, United Kingdom, for having aced the Examination for the certificate of Proficiency in English, in December 1999, in La Paz, Bolivia, being one of two Bolivians to ever do it.</p> <p>Endorsement to Certificate of Proficiency in English, awarded by the University of Cambridge Local Examinations Syndicate, United Kingdom, certifying having reached the pass standards in the TRANSLATION FROM AND INTO SPANISH Additional Paper, in December 1999, in La Paz, Bolivia, being one of two Bolivians to ever do it.</p>
Mar. 2000:	<p>Certificate of Proficiency in English WITH HONORS, awarded by the English Language Institute of the University of Michigan, Ann Arbor, Michigan – USA, for having successfully passed with honors the examination for the Certificate of Proficiency in English as a second language, on November 20, 1999, in La Paz, Bolivia</p>
1997 - Present Day:	<p>Founding member of the Centro Boliviano Americano, Cultural and Educational Foundation - La Paz</p>
Jan. 1998 - Oct. 1999:	<p>100 % of the upgrading and updating seminars given by the CBA (at a rate of once bimonthly, 6 a year)</p>
May 1998:	<p>Nationwide Seminar for English Teachers, Santa Cruz, Bolivia</p>
May 1997:	<p>Nationwide Seminar for English Teachers, Cochabamba, Bolivia</p>
Feb. 1997:	<p>Invitation to become a founding member of the Centro Boliviano Americano, Cultural and Educational Foundation, for having served the institution faithfully and efficiently</p>
Dec. 1996:	<p>Letter of indefinite and final Accreditation as OFFICIAL TRANSLATOR/INTERPRETER of the United States Consulate General in Bolivia, for having passed both the translation examination -given by the CBA- and the Michigan Test of English Language Proficiency (MTLP) -given by the University of Michigan, USA, in November 1996, in La Paz, Bolivia</p>
Jun. 1996:	<p>Nationwide Seminar for English Teachers, La Paz, Bolivia</p>
Dec. 1995:	<p>CBA: Diploma for excellent performance accomplished in the supervision of CBA Miraflores branch</p>

Dec. 1995:	CBA: Diploma for cooperation as TEACHING COUNSELOR in 1995
Dec. 1994:	CBA: Diploma for the elaboration of Supplementary Material
Jul. 1994:	Nationwide Seminar for English Teachers, Cochabamba, Bolivia
Feb. 1989:	Certificate of Proficiency in English WITH HONORS , awarded by English the English Language Institute of the University of Michigan, Ann Arbor, Michigan – USA, for having successfully passed with honors the examination for the Certificate of Proficiency in English as a second language, in November 1988, in La Paz, Bolivia
1986 - 1987:	Member of the National Senior Honor Society, Berea Chapter
1986 - 1987:	Member of the National Honor Society PHI KAPPA PHI (90 percentile in the nation), Berea Chapter
1985 - 1987:	Member of the National Physics Honor Society, Berea Chapter
1986 - 1987:	Member of the National Mathematics Honor Society, Berea Chapter
1985 - 1986:	Member in the National Sophomore Honor Society, Berea Chapter
1984 - 1985:	Member of the Freshman Honor Society, Berea Chapter
Dec. 1982:	Valedictorian of the 1982 Senior Class
Aug. 1982:	Hoisted the National Flag in the Obelisk of the nation's Capital in National Day of the Flag
1982:	Senior with the highest G.P.A. of the whole high school that year
1981:	Junior with the highest G.P.A. of the whole high school that year
1979:	President of the Freshman Class

V. OTHER ACTIVITIES

1983 - 1987:	Member of the International Club, Berea College, Berea KY, USA
1984 - 1987:	Member of CAB (College Activities Board), in charge of the planning of all the extracurricular activities on campus and off campus trips, Berea College, Berea KY, USA
1987:	Adherent to the Afro-American Organization, Berea Chapter
1986 - 1987:	Helped stage peaceful demonstrations against APARTHEID in South Africa

VI. MAIN TRANSLATIONS AND INTERPRETATIONS

Jul 2000 – Present day:	Various translations and interpretations ranging from interpretation of high profile visits from the U.S., international conferences to the translation of legal paperwork, memoranda of understanding, draft bills, reports, books, etc.
Mar. 13-17, 2000:	Interpretation of the seminars and interviews with Ministers and Government officials done by the South African Government delegation with regards to Popular Participation Administrative Decentralization (5 days)
Feb. 22-24, 2000	Interpretation of Evaluation Seminar for the Mother Care Project in Bolivia (3 days)
Dec. 1999:	Interpretation and translations for the visit of an external consultant of CARE INTERNATIONAL for administrative evaluation
Dec. 1999:	Translation for the Superintendency of Hydrocarbons
Dec. 1999:	Translation of the Information Memorandum related to the public international bidding for the transfer of the Trinidad Electrical Power Service COSERELEC to the private sector
Dec. 1999:	Translation of the Information Memorandum related to the public international bidding for the capitalization of the Cochabamba Telephone Cooperative COMTECO
Nov. 1999:	Translation of Executive Summary and Information Memorandum related to the public international bidding for the transfer of YPFB storage and facilities and gas pipelines to the private sector
Nov. 1999:	Translation of audiotapes of a Conference in the Assembly of the United Nations with respect to the HIPC initiatives I and II
April 1999:	Translation of the Executive Summaries of different programs of the Bolivian - Norwegian Alliance
July 1997:	Interpreter for a State Department's one-week Mission of Anti-Terrorist experts, who came to visit several facilities in La Paz, interview several heads of Departments of the Police having to deal with Terrorism and assess the Anti-Terrorist Program in Bolivia
Oct. 1996:	Interpreter for a Korean Mission of the Korean Mining Promotion Corporation, in their dealings with the Secretariat of Mining, Geological Mining Institute, Association of Medium Miners, Comsur, etc.
April 1996:	Translation of a speech to be given by the Manager of the National Chamber of Industry in a European Union's Economic Area Assembly in Germany
Dec. 1995 - Jan. 1996:	Translation of 200 pages of documents (sworn statements, interviews, certificates, etc.) in relation to the Letter Rogatory in the case pursued by the District Attorney's Office for Controlled Substances of La Paz, Bolivia against Luis Chavarria

- Mid 1995: Translation of a week conference on Sustainable Development sponsored by the Ministry of Sustainable Development, which took place in the Communications Palace
- 1994: Interpreter for a State Department's one-week Mission of Anti-Terrorist experts, who came to visit several facilities in La Paz, interview several heads of Departments of the Police having to deal with Terrorism and assess the Anti-Terrorist Program in Bolivia
- 1993: Translation of 120 pages of documents (promissory notes, retainer fees, pro-forma invoices, etc.) related to a legal action taken by the Central Bank against Natalio Morales Mosquera et al. (former Commander in Chief of the Bolivian Air Force)

VII. OTHER SKILLS

- Computer Skills:
 - * Operative Systems: Windows 95, Windows 98
 - * Word Processing: Corel Word Perfect Office 2000's Word Perfect 9, Microsoft Office 97 and 2000's Word, Word Perfect for Macintosh, Microsoft's Word for Macintosh, etc.
 - * Electronic Sheets: Corel Word Perfect Office 2000's Quattro Pro 9, Microsoft Office 97 and 2000's Excel, Lotus
 - * Presentations: Microsoft Office 97 and 2000's Power Point, and Corel Word Perfect Office 2000's Presentations 9
 - * Data Base Managers: FoxPro, Microsoft Office 97 and 2000's Access, Corel Word Perfect 2000's Borland Data Engines 5.01
 - * Web Page Composer / Editors: Microsoft's Office 2000's Front Page, and Netscape 4.7's Composer

- Languages (*):

	<i>READS</i>	<i>WRITES</i>	<i>SPEAKS</i>
SPANISH	<i>PERFECTLY</i>	<i>PERFECTLY</i>	<i>PERFECTLY</i>
ENGLISH	<i>PERFECTLY</i>	<i>PERFECTLY</i>	<i>PERFECTLY</i>
FRENCH	<i>SATISFACTORILY</i>	<i>A LITTLE</i>	<i>A LITTLE</i>
GERMAN	<i>A LITTLE</i>	<i>ALMOST NOTHING</i>	<i>ALMOST NOTHING</i>

(*): Subjective appraisal