

KARINA AGUIRRE

CERTIFIED TRANSLATOR | LEGAL ASSISTANT

579-421 72 99

aguirre.diaz@gmail.com

H2K 2E8, Montreal, Qc

PROFESSIONAL SUMMARY

Proactive and effective professional with extensive knowledge in customer service, Bachelor degree in English-Spanish translations and extensive Canadian Immigration knowledge. Cello player, music, art and animal lover.

EXPERIENCE

Immiland Canada Inc. | Montreal, QC

2020- Present

Legal Assistant - Technical Writer and Translations Coordinator

- Translations of documents between Spanish and English with strict deadlines.
- Communication with clients via email.
- Preparation, review, and proper distribution of documents.
- Assisting Immigration Consultants with various tasks.
- Ensuring client information remains confidential.
- Staying updated on Canadian Immigration Laws.
- Management of legal files

Port to Port Immigration | Halifax, NS

2014-2020

Legal Assistant - Legal Translator

- Recruitment initiatives.
- Customer guidance on visa processes.
- Document translation and organization.
- Business development.
- Paralegal: Process of permits and Labour Market Impact Assessments documents.

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EXPERIENCE (CONTINUED)

Keteka Travel | Santiago, Chile

2018-2020

Director of Customer Relationship Management (CRM)

- Daily Customer Service and sales
- Translate information from / to English, Spanish, French or Portuguese
- Tour Operators assistance
- Collaborated with the marketing and creative teams
- Daily accounting
- Training for new hirings.

SKILLS

- Communication
- Confidentiality
- Time-management
- Computer Proficiency
- Customer Service
- Active Listening
- Organization
- Analytical
- Adaptability
- Attention to Detail
- Critical Thinking
- Resourcefulness

EDUCATION

Bachelor's in Transaltion (English - Spanish)

2008-2012

Universidad Tecnológica de Chile

Musical Arts Degree

2004-2007

Universidad de La Serena, Chile

LANGUAGES

- Native Spanish
- Advanced English
- Intermediate Portuguese
- Functional French (Currently studying)