

TANIA GUTIÉRREZ

ESL/SSL Teacher | Translator | Interpreter | Exam Trainer | Scholarship Mentor | Editor

📍 Bogotá, Colombia 📞 (57) 312 557 2322 ✉️ taniagutier@gmail.com
🌐 www.linkedin.com/in/taniagutier 🌐 https://linktr.ee/Verboxlanguagesolutions

About me

I am an experienced education professional with over 23 years of dedication to advancing bilingualism in Colombia and the World.

Committed to making a difference, I am driven by the desire to inspire others and help them achieve their language goals. My mission is to break down language barriers and open doors for people to reach their full potential.

Experience

CAREER BREAKS

During career breaks, I devoted to my family, managed household schedules, supported my children's academic and extracurricular pursuits, and overcame personal health challenges.

TEACHER OF ENGLISH AND SPANISH AS A FOREIGN LANGUAGE

Verbox Language Solutions Dec. 2021-Present | Freelance Jan. 2001-Nov. 2021 | T&T - Teaching and Tutoring I-SEM 2013 | Universidad Libre de Colombia I-SEM 2012 | Key Language Jan. 2004-Dec. 2005 | Oficina Comercial de Taipei 2004-2005 | Smart Training Society Jan. 2002-Nov. 2003 | National University of Colombia II-SEM 2001 | Darlitz Institute Jan. 2000-Dec. 2001

Achievements

- Strong record of successfully leveling and attaining approval of students from first to eleventh grade with difficulties in both languages.
- Taught English and Spanish from beginner to advanced levels, including conversational and business English.
- Guided a great diversity of students aged 5 to senior citizens in language learning.
- Delivered training to help students advance 1-2 levels in standardized tests such as TOEFL, IELTS, PTE, FCE, PET, KET, DET, DSAT (English Section), VERSANT, and DELE for Spanish.
- Restored students' confidence to engage in conversations in social, academic, work, and tourism environments.
- Assisted students in securing bilingual requirements for employees, job applications or interviews.
- Provided thorough counseling and constant monitoring to obtain international scholarship achievements.

TRANSLATOR, EDITOR AND SIMULTANEOUS INTERPRETER

Verbox Language Solutions Dec. 2021-Present | Freelance Jan. 2003-Nov. 2021 | Centro de Idiomas Asiáticos 2020

Achievements

- Ensured acceptance and total satisfaction with technical, academic, legal, and literary translating services from English to Spanish and vice versa.
- Provided pleasant, reliable, and effective interpretation in diplomatic, business, academic, and tourism events.
- Conducted detailed and accurate proofreading and editing of contracts and literary documents in Spanish and English.

BILINGUAL ASSISTANT AND EVENTS COORDINATOR

Sociedad Puerto Industrial Aguadulce Jan. 2008-Dec. 2009 | Oficina Comercial de Taipei

Jan. 2005-Dec. 2008/July-Aug. 2009

Achievements:

- Organized appointments, events and business meetings to total satisfaction between national and international companies, building connections and leading to significant business closings.
- Provided customer service and maintained diplomatic relations.
- Offered administrative support to the entire company.

* REFERENCES: AVAILABLE UPON REQUEST

Education

- Bachelor's Degree in Philology and Languages | 1997-2010 | National University of Colombia

PROFESSIONAL DEVELOPMENT

- Legal English Course | June-July 2009 | Chamber of Commerce of Bogotá
- Diploma in Educational Management | May-June 2023 | Instituto Politécnico Superior
- Artificial Intelligence Workshop for Teachers | May 2023 | Tendencias Educativas
- Diploma in University Teaching | May-June 2023 | Corp. Intl. Líderes Latinoamérica
- Diploma in Virtual Teaching | Jan.-March 2024 | Instituto Politécnico Superior
- Workshop on Applied Artificial Intelligence | April 2024 | Edudigital
- Diploma in Educational Coaching, Neuropsychology, and Talent Management | April-June 2024
Latam Coaching Network

Key competencies

- Teaching vocation
- Continuous learner
- Effective communication and empathic skills
- Adaptation and creation of educational content
- Proficient in utilizing virtual teaching tools
- Positive, creative and strategic teaching methods
- Commitment and collaborative team spirit
- Autonomous learning advocate
- Consistent feedback provider
- Volunteer teaching for visually impaired or economically disadvantaged individuals
- Valid passport and US visa

Languages

- **SPANISH:** Native
- **ENGLISH:** C1 (Proficient)
- **FRENCH:** B1 (Intermediate)