

Latest update: September 2013

Thank you for taking the time to read this. I am a translator and language teacher offering my services for all your language needs, be it translations, data search, proofreading, editing or language instruction in a variety of languages. Please find attached my CV and here a summary of my professional and inter-cultural trajectory.

Having been educated at the primary, secondary and university levels both in Spain and in the USA, I am completely bilingual in Spanish and English. In addition, I have certified proficiency in German, French and Japanese. Between 1978 and 1987 I lived and worked in France (2 yrs), Germany (3.5 yrs) and Spain (3.5 yrs), and from 1987 until 1992 in Japan. I have dual citizenship (USA-Spain), and can work legally in the USA and Europe.

During my first two years in Japan I worked as Head Teacher for an English conversation school in Tokyo (Republic English School), followed by two years at Time T.I. Inc. teaching English at banks, insurance companies, cultural centres, etc. I also translated, proofread, and edited texts in English for two architectural and design magazines.

After returning to Europe I founded in 1994 my own language services company in Seville, Idiomas Babel, Inc. We taught mostly Spanish to foreigners but also English and other languages to the local population, and carried out translations for various clients in the fields of medicine, microelectronics, social sciences, and commerce. I gave up this business in 2005 to go to South Korea, where I lived for 9 months.

From 2006 until 2008 I lived in Chicago. I taught Spanish privately and at the Instituto Cervantes, and I was a freelance translator for Spanish Horizons. In July of 2006 I began to work full time as Business Development Assistant Manager for Tungaloy America, Inc., the subsidiary of a large Japanese manufacturer of metal cutting tools. My main functions were to assist the President of the company by translating texts from Japanese into English and Spanish, interpreting in meetings, and translating company brochures and press releases. I also assisted the President with international business trips, interdepartmental communication, and I was in charge of updating and maintaining the company's website using Dreamweaver and related software.

In November of 2008 I began 18 months of extensive travel, cycling and studying in China, Puerto Rico, Europe, and Japan. Upon my return to Chicago in May of 2010 I studied at Truman College and Northeastern Illinois University, finishing my B.A. in Spanish in June of 2011. Since then I have been travelling by bicycle through various European countries, translating by email and teaching languages via Skype or occasionally in private schools.

My present goal is to work as a freelance translator, language teacher, proof-reader and editor, but I can also see myself assisting executives on international business trips, interpreting, translating and helping in any way that my language skills may be utilized. I consider myself a responsible person, reliable, punctual, and in language-related things somewhat of a perfectionist. I look forward to hearing from you and hope we may soon establish a mutually satisfying collaborative relationship.

Sincerely,

Ignacio Duran

IGNACIO DURAN
Skype: ignacioduran
Email: igiduran@gmail.com
Citizenship: USA/SPAIN (Both passports)

LANGUAGES: ENGLISH, SPANISH, FRENCH, GERMAN, JAPANESE

WORK EXPERIENCE

- 2010 - 2011 • **Private lessons in Chicago**, while I studied full-time at Truman College and Northeastern Illinois University, leading to a B.A. in Spanish in the summer of 2011.
- 2008 - 2010 • **The Language Learning and Travel Network**. Travelled extensively and worked to develop a multimedia and social network in collaboration with various universities in different countries.
- 2006 - 2008 • **Tungaloy America, Inc.** Business Development Assistant Manager. Worked closely with the President of the company and other executives, translating from Japanese into Spanish and English, and interpreting in all three languages, assisting on business trips, with presentations, etc. Also translated brochures and press releases, and carried out the maintenance of the company website.
- Jan-Jun 2006 • **Chicago**. Private lessons in Spanish. Translations for **Spanish Horizons**.
• **Instituto Cervantes** in Chicago. Taught Spanish to groups and individuals, all levels.
- 2005 • **Seoul, South Korea**, Volunteer language teacher at Worldville Association. Taught Spanish, English, French and German.
- 1994-2005 • **Founder and Director of Idiomas Babel, S.L.**, a language services company in Seville, Spain. Carried out all the functions of directing a language school and translation agency.
- 1992-1994 • **Seville, Spain**. Private lessons in Spanish and English.
- 1990-1992 • **TIME, T.I. Communications Co. Ltd., Tokyo, Japan**. Company classes, all levels.
• **Translation** (Japanese into English) for technical magazines, **AXIS** (design) and **SD** (architecture).
- 1988-1990 • **Republic English School, Tokyo, Japan**. As Head Teacher, I created and implemented a system of conversation lessons for small groups, interviewing and training all new teachers. We set up two schools within a two-year period.
- 1987-1988 • **Transit Conversation School**, Tokyo, Japan. English lessons, all levels.
- 1986-1987 • **Seville, Spain**. Private lessons in Spanish and English.
- 1984-1986 • **Giralda Center and CLIC**, Seville, Spain. Spanish and English, all levels.
- 1983-1984 • **Berlin, Germany**. Private lessons in Spanish and English.
- 1982-1983 • **M.A.N. (Maschinenbau Augsburg-Nürnberg)** - Intensive 6-week course in Spanish for engineers.
• **Volkshochschule Nürnberg**. Night school for adults. Spanish for Beginners. 2 semesters.
• **U.S. Army Erlangen**. Intensive Courses in German to military staff. 4 months.
- 1980-1982 • **Southampton School of English**, Barcelona, Spain. English courses, all levels.

EDUCATION / CERTIFICATES

- 2011 • **B.A. in Spanish** from Northeastern Illinois University, Chicago, USA. (1.5 years)
- 2006-2008 • Undergraduate work toward a B.A. in **Global Strategies in Language Learning** at DePaul University, Chicago, USA
- 1990 • **Certificate of Japanese Language Proficiency** (Level 2), Tokyo, Japan
- 1984 • **Großes Deutsches Sprachdiplom**, Goethe Institut, Berlin, Germany
- 1980-1982 • Escuela Universitaria para Traductores e Intérpretes, Barcelona, Spain (2 years)
- 1978-1980 • **Diplôme Supérieur**, Alliance Française, Paris, France
- 1976-1977 • Lindenwood College, St. Charles, Mo. USA (1 year)
- 1975-1976 • Francis Howell High School, St. Charles, Mo. USA (**High School Diploma**)