

# **CURRICULUM VITAE**

## **Personal details**

First Name: Carla  
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Date of Birth: 21/08/1984  
Nationality: Belgian  
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## **Education**

1996 – 2002: High School  
Economy – Modern Languages  
Graduated on 27/06/2002  
De Dames, Antwerp  
2004 – 2007: Bachelor of Business Science  
Graduated on 29/06/2007  
Mercator, Ghent

## **Complementary courses**

03/2008: Web design certificate (BIS Flanders)  
09/2008: English certificates (British Council)  
❖ Teaching English as a Foreign Language  
❖ Teaching Business English  
❖ Teaching English to Young Learners  
❖ Teaching English to Large Classes  
❖ Teaching English with Limited Resources  
❖ Specialist in English Grammar  
2008-2009: Master course in Graphic Design  
Escuela Trazos, Madrid

## **Languages**

Spanish: Mother tongue  
Dutch: Mother tongue  
French: Excellent  
English: Excellent  
German: Intermediate  
Italian: Basic  
Hindi: Basic

## **Professional experience**

09/2007 – 11/2007: Hotel Dennenhof, Brasschaat, Belgium  
Event coordinator  
06/2010 – Present: Honorary Consulate of Chile in Antwerp, Belgium  
Consular Assistant, Graphic Designer & Webmaster

## **Computing knowledge**

Computer programs: Word, Excel, Power Point, Publisher, Internet and e-mail  
Design programs: PhotoShop, FireWorks, DreamWeaver, Flash, InDesign, Illustrator