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## **CURRICULUM VITAE**

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### **Personal Profile**

I am a forward thinking and creative individual, who enjoys a challenging but rewarding role. I have good communication and administrative skills, in addition to an excellent command of the Spanish language and Spanish Law. I am also a hard worker, open minded and organised person that has the ability to work under pressure and prioritise workloads.

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### **Employment Career History**

***Dec 2007 up to date***

***Coordinator of the Online Master on International Practice of Law (University of Murcia, Spain)***

I am currently working as a coordinator for the Online Master on International Practice of Law. My main responsibility is to manage the students' work, marking their assignments and answering their queries on the subject matter, under the direction of Professor Javier Carrascosa González. In this position I have to be responsible and extremely organised, given that I work on my own because most of the job is done online. Apart from assisting the students with their work and liaising between them and the director, I provide information to the people that are interested in the course.

***Sep 2007 up to date***

***Coordinator of the Online Legal English Course (University of Murcia, Spain)***

Since 2007 I have managed the Online Legal English Course under the direction of Javier Carrascosa González, Professor of Private International Law at the University of Murcia. As a coordinator my main duty is to communicate with the students on matters regarding the course, in which I have to supervise their work and give them information about any queries they might have. I also liaise between the students and the director and the English teachers via email regarding all aspects of the course.



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### **Additional Training Courses & Qualifications**

<b>Feb 2007 - Mar 2007</b>	<b>Legal research into “Spanish jurisprudence in Private International Law”</b> Research work under the direction of Professor Javier Carrascosa González (Department of Private International Law, Faculty of Law, University of Murcia, Spain)
<b>Nov 2006 - Dec 2007</b>	<b>Legal research into “Polygamy and Private International Law”</b> Research work under the direction of Professor Javier Carrascosa González (Department of Private International Law, Faculty of Law, University of Murcia, Spain)
<b>Jul 2004</b>	<b>Course in “Diagnosis about Spanish Justice: Future perspectives”</b> International University of the Sea of the University of Murcia, Spain
<b>Mar 2004</b>	<b>Course in Murcia-Europe: Horizon 2007</b> Secretariat of Exterior Action and Relations of the Region of Murcia with the European Union
<b>Mar 2004</b>	<b>Seminar in "Jury: present situation and future considerations"</b> Department of Criminal Law, Faculty of Law, University of Murcia, Spain
<b>Nov 2003</b>	<b>Course in “The crime scene and Scientist Police”</b> School of Legal practice and Criminology, Catholic University of St Anthony, Murcia, Spain
<b>Jul 2003</b>	<b>Course in “Towards a fast and effective Criminal Justice”</b> International University of the Sea of the University of Murcia, Spain
<b>Sep 2002 - Dec 2002</b>	<b>Course in "Prevention of labour risks for administrative assistants of the Health National System"</b> Trade union of Public Employees, Spain
<b>Jul 2002</b>	<b>Course in “Corpses, Ideology and Method. Study about burials in Prehistory”</b> International University of the Sea of the University of Murcia, Spain
<b>Jun 2001-Sep 2001</b>	<b>Course in "Administrative assistant in sanity activity and primary attention in hospitals”</b> Trade union of Public Employees, Spain
<b>Jun 2001 – Sep 2001</b>	<b>Course in “MS-office and Internet”</b> Foundation - "Miguel Escalera", of trade union Comisiones Obreras (CC.OO.)