Rachel Hurtado

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Career summary

**Trainer and project-team coordinator** in NFE. Proven **ability to work adaptably** in **multicultural and shifting teams**. Able to **organize and monitor own and team work**. Considerate. **Initiative** and enthusiasm to learn. High attention to detail. **Qualified to write projects**, applications and reports, comply with bureaucracy and established procedures, and develop **innovative** practices.Ad hoc **problem-solver**. **Willingness to travel**. Experienced with a whole range of identities, social backgrounds, educational levels, language skills and physical-cognitive abilities.

Formal education:

**Bachelor of Science - Major in Environmental Science (equivalent to a British Bachelor’s with honors)**. 2003–2007. The Autonomous University of Madrid (UAM). Madrid, Spain.

Most relevant Professional Experience –per field:

. Experience in Training:

· **International trainer**. Oct 2016–**now**. ***Spanish NA****;* ***ConseJoven****;* ***Participa Joven****;* ***Más Ocio****;* ***AFAIJ****;* ***Building Bridges; KALM***. Poland, Romania, Spain, Latvia.

· **General and business English Teacher**. 2010 – **now**. At: ***O2O****;* ***Always School****;* ***Jugalia****;* ***Atribord****;* ***FSI*** (Poland)*;* ***Divertirte y Enseñarte*** and **private students**. Children, youngsters and adults. 1-to-1 and groups.

· **IT Teacher**. January 2016– **now**. **Private students**. Adults. Mac, Windows, Adobe Premier, Word, Excel, PowerPoint…

· **Trainer in Youth work**. Oct 2018 – Jan 2019. ***EMAC Municipal Animation School***.

· **Tutoring in Spanish, Science, Math, and Spanish Literature**. 2005–2015 (3 years). ***FSI*** (Poland); ***Divertirte y Enseñarte*** (Spain)*;* and **private students**. Primary, secondary and adults, special needs. 1-to-1 and groups.

. Experience in Management, Coordination and Supervision:

· **Monitoring visits**. April 2018 – **now**. ***Spanish National Agency (Erasmus+)***.

· **Researcher & Project technician**. Feb – April 2020. ***Torrijos City Council***. Tourism and gender gap in Europe.

· **Director of summer stays abroad**. 2016, 2017, 2018, 2019. ***Rosa dels Vents***. Wales & UK. Ages:12-18.

· **Coordinator for a training course on Youth Work certification**. October 2018 – January 2019. ***EMAC***.

· **Local manager**. April 2016 – Jan 2019. ***Up International Education***. 37 language assistants and 10 schools. Coordination, logistics, admin, inc. bureaucracy with Spanish foreign offices.

· **Business travel planner**. Sept – Dec 2017. ***Renaissance Worldwide***.

· **Project coordinator (Erasmus+), proofreader**. Sept 2016 – July 2017. ***Building Bridges* Association**.

· **Coordinator for a training course on Environmental Education**. May–June 2016. ***AEA Madrid/GREFA***.

· **Key Account Executive & HR assistant**. 2015–2016. ***One2One English Systems***.

· **Coordinator for English summer camps**. 2011 & 2016. ***O2O*** (6-12 y.o), ***Divertirte y Enseñarte*** (3-16 y.o).

· **Leader on a European Youth Exchange for special needs**. Oct 2013. ***AFAIJ***. Portugal. Ages: 17-36.

· **Event organizer**. 2012–13. ***FSI***. Poland. Kids, youth & special-needs adults. Workshops; camp; sociocult. program.

· **Volunteers camp Coordinator**. Oct. 2010. ***O.A.P.N*** and ***UAM***. Monfragüe National Park. Ages: 22-29.

. Experience in Education:

· **Camp Leader**. 2007–08 y 2019. ***Aula Natura E.H***, ***CIFESAL***, ***ALCER***, ***Tatanka***. 6-18. Special needs.

· **Expert at a Montessori English school**. 2014–2015. ***Jugalia***. Ages: 3-11.

· **Youth Leader at educational farms & at summer camps (English)**. 2007–2015. ***Rosa dels Vents*** (UK); ***O2O***; ***NaturEnglish***; ***FSI*** (Poland); ***Eurocolegio CASVI***; ***14th Brighton Cubs*** Scouts. (UK). Ages: 6-18.

· **Vocational Education Teacher** **and Craftsmanship Professional (EVS)**. 2012–2013. ***Fundacja Spawni Inaczej***. Poland. Children (6-11 y.o.) and adults with physical, intellectual and/or mental special needs.

· **Private Education Tutor** of a 10-year-old boy with behavioral issues. Sept 2011– June 2012.

· **Youth leader on special events & school route**. 2011–2012. ***OmniOcio***; ***Orvalle school***. Ages: 4-17.

· **Nursery school Worker**. January – April 2010. ***Home from Home***. UK. Ages: 2 months-5 years.

· **Environmental Educator**. 4 months, in 2007. ***Aula de la Naturaleza de Alcobendas***.

. Experience in Sales and other sectors:

· **Production assistant**. 2011–**now**. ***Menuda Producción, The Other Film P.****,* ***Filmakers Monkeys***, ***Huaorani Films, Krea***. Shootings in studios & outdoors (videoclips, short movies, publicity, videoart), festival & screenings.

· **Service Auditor & Market Researcher**. 2007 + Sept 2016 – **now**. ***Panel Silliker***, ***SGS****,* ***AQ Services****,* ***BARE***,….

· **Translator** (Direct and reverse **ES–EN, FR**) + **Transcriber** (Indian EN). 2014–2018. ***Sigma***, ***O2O***, ***UAM***, ***Redmond***, ***Menuda producción****,* ***Torrijos***. Legal, hospitality, scientific, technical, business, news, films.

· IT & Audiovisual **Sales Representative**: Sony, Logitech, ASUS. 2008–2011 (4 months). ***Adecco****;* ***Promer Channel****;* ***El Corte Inglés****;* ***Fnac****.* Awarded by Logitech for top results.

· **In-home** **Caregiver**. Sept 2011 – May 2012. Woman aged 89 years old.

· **Catering assistant**.January – Oct 2009. ***Innovate Services*** –*Longhill* high school. UK.

Significant Volunteering:

· **LesgaiCineMad Festival**; **Women’s Group**. Madrid (Sp). 2011 y 2016; 2019– **now**. *FUNDACIÓN TRIÁNGULO*.

· **European Volunteer (EVS)**. Poland. 2012–2013. *FUNDACJA SPRAWNI INACZEJ* and EUROPEAN COMISSION.

· **Work camps**. Castellón and Segovia (Sp). 2006, 2007 y 2010. *Centro Excursionista de Valencia*, *VOLCAM*, *ECOCAMPUS*.

· **Environmental, International Students & Elderly Volunteering Programs**. Madrid (Sp). 2005–2008. UAM.

IT skills:

**Advanced IT skills in Mac and Windows OS**, some Linux. **Proficient in Word, Excel, PowerPoint**, Internet, and PC/Mac set-up and maintenance. Good knowledge of **audio, video and photo editing**; social media; **project management** software; planning tools; groupware; education, IT and language digital tools; tutorials; web search; wireframe and mockup editors; web design.

Languages:

**SPANISH-ENGLISH**: bilingual.

**PORTUGUESE**, **POLISH**: intermediate.

**French**: low-intermediate.Mid-high understanding of **CATALAN**, and **ITALIAN**.

**Japanese**, **Sp Sign Language**: basic.Long Stays Abroad:

2013-2014: India. (3 months)

2012-2013: Gdańsk, Poland. (1 year)

2009-2010: Brighton, UK. (2 years)

Relevant Trainings:

Sept–Oct 2020: **Digital Youth Work Academy** (SALTO). DigComp, tools, e-participation, storytelling, campaigns, EDYS20.Online.

August 2020: **Adaptation of youth work activities to COVID-19 times**. School of NFE. Online.

July 2020: **E-LEARNING FOR TRAINERS**. National certificate. Online.

June – July 2020: **Social Theatre** to transform your surrounding. School of NFE. Online.

Sept 2019: **Digital tools for employability and entrepreneurship** (KA2 Winds of Change). Egypt.

April – Sept 2019: **YOCOMO2 – The Trigger for attitudes and behaviors** (SALTO). ETS competence model. Germany.

March – July 2019: ***Mosaicos* community theatre group**. Madrid. Spain.

April 2019: **EPLM conference- The Power of Learning Mobilities** (Changing Lives, Changing Society). Belgium.

Nov 2018: **BfF** – **BRIDGES FOR TRAINERS 2018** (SALTO). Czech Republic.

Oct 2018: **ToF** – **TRAINING OF FACILITATORS IN ERASMUS+ YOUTH** III edition (SALTO). Portugal.

Nov 2017 – May 2018: LTTC **Route 60+**. Storytelling, digital media (SALTO). Italy.

May 2017: **South Youth Lab** – Erasmus+ program evaluation event. E+ Spanish National Agency. Spain.

April 2017: **TRAINING OF TRAINERS and Active Leaders - TOTAL Lab**. (SALTO). Bulgaria.

April – Oct 2016: LTTC **COACHING in Erasmus+ for Young people’s development**. (SALTO). Hungary and Turkey.

June 2016: **GET TRANSNATIONAL! Transnational Youth Initiatives, entrepreneurship and youth participation** (SALTO). Spain.

June 2016: **PUBLIC SPEAKING: teaching skills in non-formal education**. School of NFE. Spain.

May – June 2016: **Resources and skills for WORKING WITH GROUPS**. School of NFE. Spain.

May 2016: **Personal skills for social intervention. Caring for the educational relation**. School of NFE. Spain.

Feb – May 2016: **NFE ACTIVITIES** **COORDINATOR** + **Ropes, tracks and climbing** + **Sport camps**. EALYR. Spain.

March 2014: **Environmaintenance** (Grundtvig Training Course). European Commission. Malta.

Sept 2013: **SELF-DIRECTED LEARNING in the EVS cycle** (SALTO). Málaga. Spain.

Oct 2012 – June 2013: **Theatre (drama)** – *TeatRazem* theatre company. Poland.

March 2011: **Dismounting Prejudice: sexual-affective theories and realities**. UAMentiende LGBT association. Spain.

April – August 2010: training on **COMPASSIONATE COMUNICATION**. UK.

April – June 2010: **COOKERY LEADERS training** + Certif. on **Health & Safety** and **Food Hygiene**. UK.

April – June 2010: training on **LIFE COACHING**. UK.

March – April 2007: **certificate on YOUTH WORK**. Spanish Red Cross. Spain.

🡪 MORE TRAINING ACHIEVEMENTS: **LGBTIQ+**; **gender**; cultural diversity; **group** **facilitation** & **leadership,** community processes (Oasis Game); **gamification** and game-based learning (GBL), **teaching skills**, study techniques, **language teaching** methods; social skills, **emotional management**; creativity and divergent thinking; public speaking, **body expression** – movement; **ICT tools**, **web design**; **active job search**, CV writing; **artistic techniques**, entertainment & circus skills; **sustainability**, **urban ecology**.

Other Competences and Practical Abilities:

**Full Driving license**. Automatic & manual gear. Motorbikes, cars, vans, and 4x4. Busy cities to off-road.

Handicraft. Cooking. Photography. Horticulture. Tourism. Maintenance. Sports: Pilates, yoga, biking, swimming, beach-volley, trekking, skating, canoeing, archery, climbing and low ropes, modern dance, basketball, self-defense, horseback riding, water ski, diving, surf, and others.

Logistics, Trip/Event organizer, Tourist Guide, Media coverage, Cook, Catering Manager, Personal finance Coach, Mentor, Designer, Non-formal-education project Writer and Manager.