

GABRIELA VEGA TORRES



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PROFESSIONAL SUMMARY

Responsible, dynamic, and adaptable professional with a strong focus on strategic management and intercultural education. Holds a solid academic background, including a master's degree in project management and a master's in marketing, which enhances her ability to effectively develop, coordinate, and lead educational and marketing projects. With over 18 years of experience in university education and 7 years in postgraduate courses for professionals in Languages and Hispanic Philology, she has designed integrated educational programs and organized international university lectures aimed at strengthening English proficiency and interdisciplinary knowledge. Entrepreneur with two own brands, she excels in innovating in marketing and commercialization of services and products, always seeking reinvention and optimization of results.

PROFESSIONAL EXPERIENCE

Owner - Manager

La Caja Camba | La Paz | January 2018 - Present

- Advertising and marketing of services and products.
- Supervision of product quality to ensure compliance with standards.
- Definition and implementation of business plans and growth strategies.
- Management of business finances and budget.
- Establishment of commercial relationships with suppliers.

Part-time Instructor

Universidad Privada Boliviana (UPB) | La Paz | August 2016 - Present

- Instructor for English courses across 4 levels in the UPB English Department - syllabus development, teaching units, and lesson planning.
- Responsible for UPB ENGLISH TALKS / Coordination - Logistics and Publication.
- Lead of TED TALK ENGLISH LOUNGE program - Coordination, advertising, and program development.
- Verbal and written translations for various areas and internationalization workshops. (Spanish – English / English - Spanish)
- Design of English Teaching Programs for Specific Purposes in Finance, Banking, and Business.
- Development of Spanish Program (intensive - regular) for exchange students - syllabus and lesson planning.
- Coordination of TOEFL proficiency exam / Logistics and registration.
- Responsible for Convalidations - ELASH - Entry to system - records and graduates.
- Coordination and delivery of English text inventory.
- Peer evaluation of English instructors - overall coordination of academic and management topics.
- Review and approval of exams across different levels.

EDUCATION

Master's in Marketing

Bolivian Private University - La Paz, Bolivia.
2023 - 2024

Master's in Project Management

Antonio de Nebrija University - Madrid, Spain. 2022

Specialization in Higher Education

Gabriel René Moreno University – Santa Cruz, Bolivia. 2013

Specialization in ESP: English for Specific Purposes Teaching

Gabriel René Moreno University – Santa Cruz, Bolivia. 2012

Bachelor's Degree in Linguistics

Gabriel René Moreno University – Santa Cruz, Bolivia. 2003

LANGUAGES

- Advanced English- ESP
- French B1

SKILLS

- Passion for teaching.
- Enthusiasm for languages and intercultural activities.
- Effective and efficient communication.
- Advanced Academic System Review - entry of syllabi, grades, exams, pending scores, follow-up, and coordination.
- Facilitator at Communication Department – Programming – Administrative Management.
- Administrative management.
- Leadership and team motivation.
- Ethics and professional responsibility.
- Empathy and patience.

Owner - Manager

Rafaella's Outfit | La Paz | January 2020 - December 2023

- Design creation, management, and logistics, as well as advertising and marketing of services and products.
- Planning, distribution, and follow-up of team tasks.
- Identification of business growth opportunities.
- Establishment of short- and long-term business objectives.

Postgraduate Lecturer

UAGRM Autonomous University Gabriel René Moreno | Santa Cruz, Bolivia | February 2012 - March 2024

- Design and planning of modules for the English for Academic Purposes Diploma.

Full-time Lecturer – Methodological Advisor

University of Development and Innovation (UDI) | Santa Cruz | February 2012 - June 2016

- Translator for university intercultural events.
- ESP (English for Specific Purposes) Instructor in fields such as Finance, Gastronomy, and Electromechanics.
- Designer of roadmaps for ESP and English courses and advisor for instructors in methodology and subject design.

Hourly Instructor

Private University of Santa Cruz (UPSA) | Santa Cruz | February 2011 - June 2016

- Advanced English instructor.

Translator and Assistant to the Operational Safety Department

AEROSUR S.A. | Santa Cruz | February 2006 - December 2009

- Translation of technical manuals and general books for leasing with other airlines.
- Assistance in logistics and meetings with international investors.
- In charge of foreign crews, assistance in translation, airport and office activities, accommodation logistics, among others.
- Simultaneous interpretation for conference calls and work communications.
- Creator of the Operations Department Bulletin - first edition: design, content, and publication.

CERTIFICATES

- TCA – TOEFL IBT Center Administrator, American Embassy ETS, La Paz, Bolivia, 2024.
- Communication and Digital Content Creation, Avanza Mujer Program, Banco SOL, La Paz - Bolivia, 2024.
- TESOL - International English Teaching, TESOL Academy, United States, 2023.
- Women Entrepreneurs, American Embassy, AWE Academy for Women Entrepreneurs Program – La Paz – Bolivia.

- Positive and creative attitude.
- Conflict resolution skills.
- Customer orientation.
- Project planning and management.
- Commitment to quality and excellence.
- Proficiency in technological tools.
- AI-based design tools, and others.
- TIC skills.

- Managerial Excel, Bolivian Private University, La Paz, Bolivia, 2022.
- Higher Education and Technological Tools, Bolivian Private University, La Paz - Bolivia, 2020.
- Project Management, simulators. HOPE Foundation, La Paz – Bolivia.