



# Melba Núñez Isalbe


ENGLISH TEACHER, TRANSLATOR, TRANSCRIBER, SUBTITLER  
ASSISTANT DIRECTOR

**Postgraduate English teacher** with more than 10 years of experience training and developing skills and abilities for students who sit on ESOL examinations.

**Translator, transcriber and subtitler** with more than ten years of expertise in the fields of arts, music, film industry and religious studies.

**Assistant Director** with strong organizational skills and the ability to meet set deadlines.

## CONTACT INFO

 (53) 52739714

 melbita.isalbe@gmail.com

## HARD AND SOFT SKILLS

- Technology proficiency (educational, trans. sub. and audio edit. software)
- Classroom management
- Assessment and education
- Problem solving
- Active listening
- Time management
- Team work
- Emotional Intelligence
- Effective communication

## LANGUAGES

Spanish 

English 

## EDUCATION

**BA Lengua y Literatura Inglesas  
(English Language and Literature)**

1991-1997

School of Foreign Languages.  
University of Havana.

## EMPLOYMENT EXPERIENCE

October 2014- Present

**International School of Havana (ISH)**

Teacher of English as a Second Language

- Teacher of Professional development: training and developing skills and abilities for teachers who sit on ESOL examinations (Preliminary English Test, First Certificate of English, Certificate of Advanced English and Certificate of Proficient English)

November 2000- Present

**ICAIC (Cuban Film Institute)**

Assistant Director

- Script breakdown, organize and manage the entire production process

Interpreter – Translator

- Specialized translation, transcription and subtitling for the movie and music industry

Script Supervising

Script timing, wardrobe, make-up and hair continuity

September 1997 - July 2000

**School of Foreign Languages – University of Havana, Cuba**

Professor of Spanish as a Second Language (Foreign students)

- Developed and implemented plans and teaching resources for English Students of Spanish as a Second Language

Professor of English Lexicology and Stylistics (Fourth year students of English Language and Literature)

- Implemented teaching resources for fourth year students