

Carmen A. Frank

HIGHLIGHTS OF QUALIFICATIONS

- Excellent instructional skills – Spanish and English
- Excellent translation and interpreting skills – Spanish and English
- Fluent in Spanish, English and German.
- Broad experience in the insurance and reinsurance fields
- 11 years of experience in management
- Combination of Industrial Engineering and Business background

WORK EXPERIENCE

University of Colorado, at Colorado Springs

Spanish Instructor for Beginner Levels

August 2005 to present date

Peak Translations LLC, Independent contractor for translations, language assessments and/or classes

June 2013 to present date

Globelink Language and Cultural Services

- Spanish Teacher, intermediate and advanced levels. Part time.
- English-Spanish translation and interpreting. Part time.

October 2003 to June 2013

American Family Insurance Agency - Colorado Springs

Licensed Customer Representative:

- Customer service: policy-maintenance
- Prospect new business on property, casualty, life and health.

October 2002 - July 2005

Seguros Universales S.A. El Salvador, Insurance Co.

Reinsurance Manager

- Negotiate, place and administer Reinsurance treaties for property and casualty
- Negotiate, place and administer Facultative business
- Advise on underwriting requirements
- Coordinate inspections and risk analysis required by Reinsures

May 1991 - May 2002

Consorcio Avicola Popular S.A. de C.V. El Salvador

Operations Manager.

- Plan, organize and supervise infrastructure projects for production areas
- Coordinate maintenance procedures with head office, mill factory and farm premises.

July 1989 – May 1991

Casa Alimex S.A. DE C.V. El Salvador (Import Firm)

Import Assistant.

- Follow up in import orders, payments. Follow up of shipments and claims

Feb – July 1989

Consorcio Avicola Popular S.A. DE C.V. El Salvador

Technical support.

March 1988 – Feb 1989

Camara de Comercio e Industria Alemana-Salvadorena, El Salvador

Salvadorian-German Chamber of commerce
Secretary

Oct 1987 – March 1988

EDUCATION

**MBA- Universidad Francisco Marroquin, Guatemala. Program developed for El Salvador. 1996
Cum Laude**

BS- Albert Einstein University San Salvador, El Salvador. Industrial Engineering 1988

Training / Certifications / Seminars:

- Property & Casualty, Life & Health License, State of Colorado 2003
- Tendencies of Proportional and Non-proportional Reinsurance. Sponsor General Cologne Re, Guatemala, October 2001
- Business Interruption Cover in the Industry. El Salvador, July 2000
- Seminar on Facultative Reinsurance, Le Mans Re, San Salvador, El Salvador May 1999
- Training on Contractor Surety Underwriting, Everest Re, New Jersey June 1998
- LIFE OFFICE MANAGEMENT ASSOCIATION – LOMA,
Principles of Life and Health Insurance May 1997
Operations of Life and Health Insurance Companies May 1998
Marketing of Life and Health Insurance, Nov. 1998
Insurance Company Administration, Nov. 1999
- Financial Reinsurance for Catastrophe Risks (seminar). Willis Group, Miami, Fla. Jan 1996
- Training in Insurance Companies, Chilean Market. Santiago, Chile. August 1995
- Reinsurance Techniques. Scor Reassurance, Paris, France. October 1994
- Reinsurance Techniques. Reaseguradora Patria, México DF, May 1994
- Training in Reinsurance Practices and Market. London Market and at Lloyd's. September 1993
- Renewal negotiations of Reinsurance Treaties at FIDES INSURANCE HEMISPHERIC CONFERENCES and CENTRAL AMERICA, PANAMA & CARIBBEAN INSURANCE CONFERENCE yearly, from 1992 to 1999
- Production and Infrastructure
Training on automated poultry equipment and maintenance. Tampa and Miami, Florida
March 1990, July 1990

LANGUAGES

Spanish native speaker, English and German, fluent. French: beginner.