

# MEIRA VAN DER SPA

## PERSONAL

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*Name:* Esther Raguel Meira van der Spa

*Date of birth:* 30<sup>th</sup> September 1968

*Place of birth:* Rotterdam, The Netherlands

## DEGREES AND DIPLOMAS

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1982 - 1984      **Waterford Kamhlaba UWC SA**      Mbabane, Swaziland

O levels

- Subjects: Mathematics, Physics, Chemistry, Biology, English Language, English Literature, Spanish, Geography

1985 – 1987      **Waterford Kamhlaba UWC SA**      Mbabane, Swaziland

International Baccalaureate

- Higher level subjects: English, Spanish, Art
- Subsidiary level subjects: Dutch, Geography, Physics, Mathematics

1987 – 1988      **Wageningen University**      Wageningen

Bachelor (not completed)

- Rural sociology of non-western cultures

1988 – 1989      **Utrecht University**      Utrecht

Bachelor (completed)

- Spanish Language and Literature

1989 - 1993      **Utrecht University**      Utrecht

Masters (completed)

- Languages
- Specialisation: Latin-American Studies
- Essay title: "Sendero Luminoso: Killing fields in the Andes?" (a comparative study of the Peruvian Sendero Luminoso and the Cambodian Khmer Rouge.)

1994 - 1995      **Hogeschool van Utrecht**      Utrecht

Post university course bachelor level (completed)

- Journalism

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## PROFESSIONAL EXPERIENCE

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1992 - 1992      **Inter Press Service**      San José, Costa Rica

Internship Translator/editor

- Translating press stories from Spanish into English and preparing copy for the Anglophone market.

1992 - 1994      **Inter Press Service**      Amsterdam

Translator

- Translating press stories from Spanish into English
- Editing

1994 - heden      **Fitness Centre Olympus**      Wageningen

Co-owner/Instructor

- Sports instructor in the disciplines Fitness, Tae-Bo, Aerobic, Medical Fitness during pregnancy, Step aerobics, Interval.
- Administration and marketing, logistics,
- General management

1997-1999      **Vision Custom Computers**      Wageningen

Co-owner

- Management and administration
- Advising customers in the choice of configuration
- Helpdesk
- Logistics and acquisition
- Public relations
- System assembly

1998 - 1999      **Koninklijke BDU Uitgeverij**      Barneveld

Freelance journalist for Bennekoms Nieuwsblad/Stad Wageningen/Ede Stad

- Writing press stories, reports, and background
- Writing critiques in the field of arts, literature and music
- Interviews
- Editing and co-ordinating the papers from beginning to end during absence of the editor-in-chief.
- Reporting on the weekly municipal press conference

1999 - 2000      **Koninklijke BDU Uitgeverij**      Barneveld

Editing Assistant Ede Stad

- Digitally inputting and editing press copy
- Updating relevant agendas
- Editing and co-ordinating the papers from beginning to end during absence of the editor-in-chief

2000-2001      **Language Centre Wageningen University**      Wageningen

Secretary

- All administrative and financial tasks
- Registration of course participants, scheduling courses, issuing statements for courses, correspondence.
- Co-ordinating the tasks of a team of administrative assistants

2001-present      **Educational Studies Wageningen University**      Wageningen  
Office manager

- All administrative and financial tasks
- Planning, organising and writing the minutes of meetings
- Webmaster
- Project administration

2001-present      **University Sports Centre De Bongerd**      Wageningen  
Tae-Bo instructor

- Teaching a group of 75-100 in the weekly Tae-Bo class

## **LANGUAGES**

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- Fluent active and passive command of Dutch and English
- Excellent passive command of Spanish as well as a very good active command.
- Portuguese fair active command and a good passive command.
- French and German: fair active and passive command
- Italian: fair passive command.

## **ADDITIONAL SKILLS**

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- Excellent command of all Microsoft Windows versions up to and including Windows XP
- Excellent command of all Microsoft Office programmes
- Ample experience in designing and updating Web sites.

## **CHARACTER DESCRIPTION**

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- Social and communicative, flexible and loyal
- Pro-active and willing to be challenged
- Creative, team player

## **INTERESTS**

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- Sports: Fitness, all aerobic disciplines, squash, in-line skating, spinning
- Drawing, painting, writing, design
- Computers: software, hardware, Internet (discussion groups and newsgroups)
- Animals