



## Leslie Moreno

✉ lesliejmoreno@gmail.com

☎ +15617229081

📍 Aarhus C, 8000 Aarhus

## Overview

🔗 [www.linkedin.com](https://www.linkedin.com)

📅 4 years work experience

🎓 Long-cycle higher education

## Language

Spanish ● ● ● ●

English ● ● ● ○

French ● ○ ○ ○

## Skills

Administrative Support

Barista

Bilingual Communication

Client support

coffee brewing

Customer Service

Data Entry English

google workspace

Intercultural Communication

Microsoft Office 365

Office Administration

Proofreading Reception

Spanish Specialty Coffee

Tour Guiding Translation

# Bilingual Professional | English & Spanish

Bilingual professional with a background in Applied Linguistics and experience in communication, language education, and customer-facing environments. Fluent in Spanish and English, with strong interpersonal, organizational, and problem-solving skills.

Experienced in working with people from diverse cultural backgrounds, managing responsibilities independently, and adapting quickly to new tasks and work environments. Currently learning Danish and seeking opportunities in cafés, customer service, reception, administrative support, and other international workplace settings.

Reliable, detail-oriented, and motivated to contribute while continuing to develop professionally in Denmark.

## Job experience

● Ristretto (3 months)

### Barista Trainee & Café Assistant

Apr 2026 – Jun 2026

- Completed introductory barista training focused on espresso preparation and café operations.
- Assisted with daily café activities and observed customer service procedures.
- Developed foundational knowledge of coffee preparation, workflow, and specialty coffee culture.

● OHLA (7 months)

### English Language Instructor

Jun 2025 – Dec 2025

- Delivered English instruction to adult learners in a multicultural environment.
- Adapted learning materials and communicated complex information clearly to diverse audiences.
- Provided individual support, monitored progress, and maintained a structured learning experience.

## About me

Outside of work, I enjoy learning Danish, exploring specialty coffee, reading about language and cognitive science, and traveling. I value cultural exchange and enjoy meeting people from different backgrounds.

Florida Atlantic University (1 year, 9 months)

### Graduate Teaching Assistant

Aug 2023 – Apr 2025

- Coordinated and delivered Spanish language and culture courses for groups of over 50 students per semester.
- Organized course materials, managed assessments, and maintained academic records.
- Provided individual support and communicated effectively with students from diverse backgrounds.

DeepL (1 year)

### Freelance Linguistic Reviewer | DeepL (Project-Based)

Jan 2024 – Dec 2024

- Reviewed and refined Spanish and English texts for clarity, accuracy, and natural language use.
- Completed language-related projects independently while meeting quality standards and deadlines.
- Collaborated remotely on translation, editing, and linguistic evaluation tasks.

Aves de Salento (4 months)

### Bilingual Tour Guide & Operations Assistant

Jan 2023 – Apr 2023

- Guided international visitors and provided bilingual support in English and Spanish.
- Assisted with tour coordination, customer communication, and daily operational tasks.
- Supported administrative activities and ensured a positive visitor experience.

Navy School (1 year)

### High School English Teacher

Jan 2022 – Dec 2022

- Delivered English instruction across elementary, middle, and high school levels.
- Adapted learning materials to diverse proficiency levels and learning needs.
- Communicated regularly with students, parents, and colleagues to support student development.

University of Quindio (9 months)

### English Teaching Intern

Feb 2021 – Oct 2021

- Prepared university students for English proficiency examinations.
- Developed learning materials and interactive activities for diverse learner groups.
- Delivered online English lessons and provided academic support to students in rural communities.

## Education

Florida Atlantic University (1 year, 10 months)

### Master of Arts in Linguistics

Aug 2023 – May 2025

Specialized in applied linguistics, bilingualism, and second language acquisition. Completed graduate-level coursework focused on language learning, communication, research methods, and linguistic analysis.

SENA (2 years, 1 month)

### **Technologist Degree in Tour Guiding**

Jul 2020 – Jul 2022

Training in tourism services, visitor assistance, cultural interpretation, and destination guiding. Developed customer service, communication, and tour coordination skills in multilingual environments.

University of Quindio (5 years, 1 month)

### **Bachelor's Degree in Modern Languages**

Jan 2017 – Jan 2022

Studied language teaching methodologies, linguistics, intercultural communication, and educational research. Developed strong English and Spanish communication skills through academic and practical training.

## **Courses and certificates**

Ristretto (3 months)

### **Barista Training Course**

Apr 2026 – Jun 2026

Introduction to espresso preparation, milk steaming, café workflow, equipment handling, and customer service in specialty coffee environments.

SENA (2 months)

### **Coffee Brewing Methods**

Mar 2026 – Apr 2026

Training in manual coffee brewing methods, extraction principles, coffee preparation techniques, and beverage quality standards.

World Tesol Academy (2 months)

### **Teaching English to Speakers of Other Languages (TESOL)**

Aug 2025 – Sept 2025

Training in English language teaching, lesson planning, classroom management, and learner-centered instructional practices.

Florida Atlantic University (1 year, 10 months)

### **English as a Second Language (ESL) Certificate**

Aug 2023 – May 2025

Advanced English language training with emphasis on academic communication, professional writing, and intercultural interaction.

UNICA (3 months)

### **Certificate in Pedagogy**

Oct 2021 – Dec 2021

Professional development in educational foundations, curriculum design, assessment, and teaching methodologies.

University of Quindio (6 months)

### **Certificate in University Teaching**

Jun 2020 – Nov 2020

Training focused on higher education teaching practices, course planning, student assessment, and academic support strategies.