

## **ANAÍ LINARES MÉNDEZ**

### **Curriculum Vitae**

#### Personal Information

Name: Anaí Linares Méndez  
Degree: Computer Engineer (summa cum laude)  
Universidad Nacional Autónoma de México, UNAM  
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#### Professional Résumé

My initial background is in the area of Computer Engineering, where I worked for 11 years, both at a technical level in several software and hardware platforms, as in managerial positions.

From 1993 to 2000, I worked in projects dealing with social and development issues, acquiring deeper knowledge and developing capacities for managing projects and working with multidisciplinary teams.

From 1997 up to date, I have also worked as formal English-Spanish and Spanish-English translator in several fields such as computers and informatics, housing, risk management, social investment, country profiles, municipal development, peace, education, health, citizenship, and dialogue, among others.

I have developed a good capacity for project management, information processes administration, and links building for international and local projects.

From 2000 to 2004, I worked at Universidad Rafael Landívar. First I was an advisor to the Administrative Vice Rector, supporting administrative and academic projects. Then I was in charge of creating and managing Punto de Expresión, a new concept from the Rector for responding to suggestions and complaints coming from all groups at the University, promoting and managing customer service and conflict mediation.

From 2005 up to date, I work for the Democratic Dialogue Regional Project of UNDP, managing information processes and supporting logistics and facilitation for dialogue processes.

### Education and Training

- a) Computer Engineer from the Universidad Nacional Autónoma de México (UNAM). Graduated with honors, summa cum laude in 1987. Degree officially recognized by the Universidad de San Carlos de Guatemala. Member of the Engineer's Association of Guatemala.
- b) Several specialized courses in computers, information systems and system administration: operating systems, expert systems, system tuning, contingency informatics plans, administration and supervision of human resources, managerial theory.
- c) Sworn translation for Spanish/English, English/Spanish.
- d) Participant in the International Conference "Dialogue and Conflict Mediation, Tools for Peace". September 2-3, 2004, 12 hours. Intrapaz.
- e) Participant in the course "Strategy with Balanced Scorecard". September 23, 2004. Asociación de Gerentes de Guatemala.
- f) Participant in the Training Course for Mediators Formation. 60 hours of training. Universidad Rafael Landívar: Intrapaz, Guatemala. June 23 to December 1, 2004.
- g) Course on Basic Security in the Field. United Nations Development Programme. June 2005.
- h) Course on Discrimination, Sexual Harassment and Authority Abuse. This course allows us to understand the problem of harassment and abuse of authority and their consequences in the workplace; the problem of sexual harassment and recognition of inappropriate behaviours; how to play a positive role to prevent these problems and to take action should they occur; and the roles and responsibilities of supervisors and managers. United Nations Development Programme. December 2005.
- i) Participant in the Workshop for Capacity Building in Gender and Governance. Regional Bureau for Latin America and the Caribbean, UNDP. Panama, May 22-23, 2006.
- j) Virtual course UNDP: The Gender Journey, Think Outside the Box: Understand the concepts of gender, gender equality, and gender socialization; Understand the connections between gender equality and UNDP's goals; Understand what we can do to help achieve gender equality in the workplace and in the world. United Nations Development Programme, July 2006.
- k) Virtual course UNDP: Advanced Security in the Field. March, 2007.

### Research and Consultancy services

- a) Spanish/English, English/Spanish translations in several areas: computer applications, telecommunications, industrial processes, social and economic subjects.

- b) Support for the research and documentation of the housing situation in Guatemala, hired by Inter-American Development Bank's consultants. Support to a GIS project to be used within the context of the housing program in Guatemala.
- c) Market research on banking, financial and non-traditional credit services in Chimaltenango, Guatemala, for the new Rural Development Bank.
- d) Support for the development of strategies for banking information systems.
- e) Market research and project identification in the area of renewable energy and energy efficiency in Guatemala. NRECA/IFREE.
- f) Requirements definition, market research and implementation planning for information systems.
- g) Development of microprocessor-based systems for supervision and control of processes.
- h) Support on workshops on banking, finances, micro-credit and community development.
- i) Consultancy for the organization, logistics and systematization for the Seminar-Workshop: Conflicts in Democracy. Event organized by the Peace Secretariat, Sepaz, and the UNDP. November 2004 to February 2005.

#### Working Experience

- a) Consultant on Information Processes, Democratic Dialogue Regional Project of the UNDP. Supervisor: Elena Díez Pinto. March 2005 to date.
- b) Director of Punto de Expresión, Universidad Rafael Landívar. Supervisor: Gonzalo De Villa y Vásquez, S.J.. November 2003 to December 2004.
- c) Advisor to the Administrative Vice rector, Universidad Rafael Landívar. Supervisor: Hugo Beteta Méndez-Ruiz. August 2000 to November 2003.
- d) General Assistant to the Executive Director of Visión Guatemala: national dialogue process for vision and scenario building, using the scenario planning methodology. This project was sponsored by UNDP, the Planning General Secretariat (Segeplan), Asociación de Gerentes de Guatemala (AGG), and other national and international institutions. December 1997 to December 1998.
- e) Translator for Tecnetrón, S.A.. Most of the translation projects were of technical nature, generally related to information systems applications to several fields such as: banking, finances, industrial processes, and final user tools. September 1996 to December 1997.

- f) Information Systems Manager. Project financed by UNDP in support to the Social Investment Fund, FIS. 1992-1993.
- g) Information Systems Coordinator for Esso NCA (Exxon for Guatemala, Honduras and Belize). Supervision, resource administration, generic systems installation, development of local applications, training, technical support, technological advisory for senior management. Environment: 3 minicomputers with 110 on-line users, 10 remote sites, 120 final users; telecommunications using telephone and microwaves; generic and local applications. 1991-1992.
- h) Technical support for Esso NCA. 1989-1991.
- i) Systems analyst. Support for Unix systems. NCR. 1988-1989.
- j) Cómputo magazine editor. Publication of the Asociación de Informática de Guatemala, ADIG. 1988-1989.

#### Teaching experience and Participation in scientific and technological events

- a) Professor of specialized subjects related to computers and electronics, such as electronic signals analysis, compilers, computer languages, assembler, microprocessors, computer and electronic applications.  
UNAM, Mexico: 1984-1987.  
Universidad de San Carlos and Universidad Rafael Landívar in Guatemala: 1988-1989.
- b) Attendance to various conferences in computing, such as databases, telecommunications and instrumentation; both in Mexico and in Guatemala.
- c) Lecturer in events organized by the Engineering Research Center of the UNAM, Asociación de Informática de Guatemala, and the Engineers Association of Guatemala.

#### Languages

- a) English: oral and written: advanced. Translator.
- b) French: oral and written: basic.