



Europass Curriculum Vitae

Personal information

First name(s) / Surname(s) **Machín Mastromatteo, Juan Daniel**
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Nationality Venezuelan
 Date of birth 11 November 1982
 Gender Male

Desired employment / Occupational field **Librarian - Information Management**

Work experience

<p>Dates</p> <p>Occupation or position held</p> <p>Main activities and responsibilities</p>	<p>27/03/2006 – 15/07/2008</p> <p>Reference Librarian</p> <p>Person in charge of the reference service. Formation, training and advising of users and investigators in the use of information resources, making of multimedia resources (presentations, tutorials, podcasts). Administration of the international bibliographical commutation service "Celsius". Support to the Direction and other units of the Library and the University. Quality control in services, resources, products and publications of the Library. Supervision and training of auxiliary and attending personnel. Elaboration of manuals, procedures, flow charts, and documentation relative to projects, resources, products and services.</p> <p>Member of the commission for the elaboration of the Program of development of abilities and capacities in the use of the information (information literacy), presented in the 2° International Conference on Digital Library and Distance Education (November 2007). Participation of the Global Dialogue: "informative competitions: a challenge of the information society ", organized by the Pontifical Catholic University of Peru (May 2006).</p>
<p>Name and address of employer</p>	<p>Universidad Metropolitana [Metropolitan University], Pedro Grases Library. Distribuidor Universidad, Autopista Petare Guarenas, La Urbina, Terrazas del Ávila, Postal Code 1070, Caracas, Venezuela (http://www.unimet.edu.ve)</p>
<p>Type of business or sector</p>	<p>University library (private university)</p>
<p>Dates</p> <p>Occupation or position held</p> <p>Main activities and responsibilities</p>	<p>15/01/2006 – 15/05/2006</p> <p>Contractor</p> <p>Cataloguing, classification, indexation, and database entry of the Arturo Uslar Pietri Collection.</p>
<p>Name and address of employer</p>	<p>Universidad Metropolitana [Metropolitan University], Arturo Uslar Pietri Latin-American Studies Center. Distribuidor Universidad, Autopista Petare Guarenas, La Urbina, Terrazas del Ávila, Postal Code 1070, Caracas, Venezuela (http://www.unimet.edu.ve)</p>
<p>Type of business or sector</p>	<p>University library (private university)</p>
<p>Dates</p> <p>Occupation or position held</p> <p>Main activities and responsibilities</p>	<p>15/03/2004 - 15/03/2006</p> <p>Assistant Librarian</p> <p>Cataloguing, classification, indexation, and database entry of bibliographic and archive materials, public attention service. Design of a database for the description of digital geographic material.</p>
<p>Name and address of employer</p>	<p>Geohidra Consulting, Juan Francisco Lupini Library. Calle Razetti con Av. Facultad y Las Ciencias, Edif. Geohidra, Los Chaguaramos. Postal Code 1041. Caracas, Venezuela. (http://www.geohidra.com/)</p>
<p>Type of business or sector</p>	<p>Consulting company in the field of engineering, environment, and soil mechanics.</p>

Dates 19/05/2003 - 26/08/2003
 Occupation or position held Archivist
 Main activities and responsibilities Member of the team for the documental organization project for the Fundación Fondo Nacional para el Transporte Urbano (FONTUR) [National Urban Transport Foundation Fund]
 Name and address of employer Empresas Epsilon Zero EEZ, C. A. Avenida Los Jabillos, entre Avenida Libertador y calle Las Flores, Edificio FONTUR, Postal Code 1010, Sabana Grande, Caracas, Venezuela.
 Type of business or sector Information management and organization company

Dates 16/09/2002 – 30/05/2003
 Occupation or position held Archivist
 Main activities and responsibilities Member of the team for the documental organization project for the Fundación Fondo Nacional para el Transporte Urbano (FONTUR) [National Urban Transport Foundation Fund]
 Name and address of employer Archicentro Group. Centro Betomix, Piso 3, Postal Code 1070, Palo Verde, Caracas, Venezuela. (<http://www.archicentro.com.ve/>)
 Type of business or sector Information management and organization company

Dates 09/11/2001 - 30/09/2002
 Occupation or position held Library trainee
 Main activities and responsibilities Cataloguing, classification and indexing of bibliographic materials.
 Name and address of employer Universidad Central de Venezuela [Central University of Venezuela], Humanities and Education Faculty, Miguel Acosta Saignes Library, Postal Code 1050, Ciudad Universitaria de Caracas, Caracas, Venezuela (<http://www.ucv.ve/>).
 Type of business or sector University library.

Dates 07/1999 – 11/1999
 Occupation or position held Database transcriptor
 Main activities and responsibilities Transcript from the library's printed catalog to an automated database, for the Miguel Acosta Saignes Library and the Belarmino Lares Library.
 Name and address of employer Universidad Central de Venezuela [Central University of Venezuela], Humanities and Education Faculty, Postal Code 1050, Ciudad Universitaria de Caracas, Caracas, Venezuela. (<http://www.ucv.ve/>)
 Type of business or sector University

Education and training

Dates 18/08/2008 – current
 Principal subjects / occupational skills covered International Master in Digital Library Learning (DILL)
 Name and type of organisation providing education and training Hogskolen i Oslo, Tallinna Ulikool, Università degli Studi di Parma
<http://dill.hio.no/>

Dates 06/07/2007 – 07/09/2007 (16 hours)
 Principal subjects / occupational skills covered Assertive communication course
 Name and type of organisation providing education and training Interaction XXI, Caracas (Organizational Consultant)

Dates 15/06/2007 (8 hours)
 Principal subjects / occupational skills covered Writing for Internet course
 Name and type of organisation providing education and training Universidad Metropolitana [Metropolitan University], Caracas, Venezuela (private university)

Dates 04/05/2007 – 05/05/2007 (12 hours)
 Principal subjects / occupational skills covered Attendance to 3° Congress of Educative Informatics
 Courses of technological platforms for education: Web 2.0, Webquest, Wikis, Ardora.
 Name and type of organisation providing education and training Universidad Metropolitana [Metropolitan University], Caracas, Venezuela (private university)

Dates 28/04/2007 (12 hours)
 Principal subjects / occupational skills covered Writing of technical reports course
 Name and type of organisation providing education and training Universidad Metropolitana [Metropolitan University], Caracas, Venezuela (private university)

Principal subjects / occupational skills covered	Dates 12/03/2007 – 13/04/2007 Online Course: Reference Interview
Name and type of organisation providing education and training	American Library Association, Reference and User Services Association, United States of America (International Librarianship Association)
Principal subjects / occupational skills covered	Dates 16/03/2007 (8 hours) Construction of mission, vision and values for the Pedro Grases Library course
Nombre y tipo del centro de estudios	Universidad Metropolitana [Metropolitan University], Caracas, Venezuela (private university)
Principal subjects / occupational skills covered	Dates 21/11/2006 (8 hours) E-mail Marketing course
Name and type of organisation providing education and training	Condoconsulting, Caracas, Venezuela (marketing consultant)
Principal subjects / occupational skills covered	Dates 27/07/2006 (8 horas) Basic course on documentation and archives
Name and type of organisation providing education and training	Universidad Metropolitana [Metropolitan University], Caracas, Venezuela (private university)
Principal subjects / occupational skills covered	Dates 09/2005 - 10/2005 Online course: Art and technique of literature blogs
Name and type of organisation providing education and training	Venezuelan Short Fiction, Caracas. (http://www.ficcionbreve.org/) (online literature diffusion company)
Principal subjects / occupational skills covered	Dates 2000 – 2006 Bachelor on Librarianship Related to the theory, techniques, norms and technologies used in the selection, organization, representation, preservation, recovery, access, diffusion, interchange and management of information. In addition to the planning techniques, organization and evaluation of systems, units and information services; and the referred to the use, design and evaluation of sources and products of information. Thesis degree: Implantation of an electronic reference service in the Pedro Grases Library of the Metropolitan University, Presented in the IV Colloquy of Investigation in Librarianship, Archives and Information Science (October 2006). Student representative within the Coordinating Commission of Curricular Change of the Librarianship and Archives School (May - June 2005). Prize to student merit 2006, mention cultural activity, for coordinating a poetry group within the university, and for publishing 5 numbers of a literature digital magazine www.geocities.com/canibalizate . With this group, factories and poetry recitals were made and the most important were: - In the University Humanist Extension Activities (May 2005), with the communication: The legend of the sleepy cannibal: history and tendencies of the Canibalizacion Aleatoria Group, which culminated with a recital of the group. - Book and Language Month (April 2005) with a communication on the group. During the years of university studies, two communications appeared: - V National Congress of Investigation on Humanities and Education (December 2004). Communication: The Electronic Reference Service Via Chat. - VII Congress of Humanistic Investigation (November 2003). Communication: Librarianship in Japan: a compared approach.
Name and type of organisation providing education and training	Universidad Central de Venezuela [Central University of Venezuela], Faculty of Humanities and Education, School of Librarianship, Caracas, Venezuela
Level in national or international classification	Bachelor (university degree - five years of study)
Principal subjects / occupational skills covered	Dates 1995 - 2000 Baccalaureate in sciences In addition to the ordinary capacities of baccalaureate, attendance to courses of ceramics, English, and swimming; attendance to poetry courses (four years) culminating with the publication of a poetry book. Thesis of Degree: Database for the Thesis works of the School.
Name and type of organisation providing education and training	Unidad Educativa Colegio Emil Friedman [Educative Unit Emil Friedman School] (private school)
Level in national or international classification	Baccalaureate in sciences (secondary education - five years of study)

Personal skills and competences

Mother tongue

Other language

Self-assessment

European level (*)

English

Spanish

English

Understanding				Speaking				Writing	
Listening		Reading		Spoken interaction		Spoken production			
C2	Competent user	C2	Competent user	C1	Competent user	C1	Competent user	C1	Competent user

(*) Common European Framework of Reference for Languages

Social skills and competences

- Capacity for teamwork, developed throughout the labor experience and by my professional formation.
- Capacity of communication (by experience as teacher in the most recent job).
- Abilities in interpersonal relations.
- Valuation and recognition of diversity and different cultures.
- Capacity to work in multi and interdisciplinary teams.
- Ability to work in international contexts.
- Ethical commitment.
- Capacity to act and to adapt to new situations.
- Initiative and entrepreneur spirit.

Organisational skills and competences

- Capacity of critical reasoning, synthesis and abstraction.
- Capacity to organize and to plan.
- Capacity of observation, understanding and analysis.
- Capacity and ability to communicate thoughts and ideas in an effective form.
- Capacity to identify and to solve problems.
- Capacity of information management.
- Capacity to evaluate and to make decisions.
- Capacity to generate new ideas (creativity).
- Capacity to learn and to update myself permanently.

Technical skills and competences

Knowledge of quality control processes, applied to information services and resources (responsible for quality control in most recent work)

Computer skills and competences

- Abilities in the use of information and communication technologies.
- Excellent handling of computers, Windows operating systems, of the components of Microsoft Office: Word, Excel and PowerPoint.
- Handling of libraries management systems.
- Intermediate Handling of the program for audio-visual production Adobe Premiere and of the program for distance and computer assisted learning Adobe Captivate.
- Excellent handling of Internet and commercial online databases, as tools of investigation, search and information retrieval. All this was acquired throughout the labor experience previously mentioned, and in some courses and seminars.

Artistic skills and competences

- Intermediate ability in graphical design for documents and images; and in digital edition of audio and video, these capacities were developed throughout the labor experience previously mentioned and as hobby.
- Special inclination to write Literature developed throughout the life by the interest towards Literature, by the participation in courses of literary creation during the secondary education and by dictating them during the university education.

EUROPEAN LEVELS - SELF ASSESSMENT GRID

		A1	A2	B1	B2	C1	C2
U N D E R S T A N D I N G	Listening	I can understand familiar words and very basic phrases concerning myself, my family and immediate concrete surroundings when people speak slowly and clearly.	I can understand phrases and the highest frequency vocabulary related to areas of most immediate personal relevance (e.g. very basic personal and family information, shopping, local area, employment). I can catch the main point in short, clear, simple messages and announcements.	I can understand the main points of clear standard speech on familiar matters regularly encountered in work, school, leisure, etc. I can understand the main point of many radio or TV programmes on current affairs or topics of personal or professional interest when the delivery is relatively slow and clear.	I can understand extended speech and lectures and follow even complex lines of argument provided the topic is reasonably familiar. I can understand most TV news and current affairs programmes. I can understand the majority of films in standard dialect.	I can understand extended speech even when it is not clearly structured and when relationships are only implied and not signalled explicitly. I can understand television programmes and films without too much effort.	I have no difficulty in understanding any kind of spoken language, whether live or broadcast, even when delivered at fast native speed, provided. I have some time to get familiar with the accent.
	Reading	I can understand familiar names, words and very simple sentences, for example on notices and posters or in catalogues.	I can read very short, simple texts. I can find specific, predictable information in simple everyday material such as advertisements, prospectuses, menus and timetables and I can understand short simple personal letters.	I can understand texts that consist mainly of high frequency everyday or job-related language. I can understand the description of events, feelings and wishes in personal letters.	I can read articles and reports concerned with contemporary problems in which the writers adopt particular attitudes or viewpoints. I can understand contemporary literary prose.	I can understand long and complex factual and literary texts, appreciating distinctions of style. I can understand specialised articles and longer technical instructions, even when they do not relate to my field.	I can read with ease virtually all forms of the written language, including abstract, structurally or linguistically complex texts such as manuals, specialised articles and literary works.
S P E A K I N G	Spoken interaction	I can interact in a simple way provided the other person is prepared to repeat or rephrase things at a slower rate of speech and help me formulate what I'm trying to say. I can ask and answer simple questions in areas of immediate need or on very familiar topics.	I can communicate in simple and routine tasks requiring a simple and direct exchange of information on familiar topics and activities. I can handle very short social exchanges, even though I can't usually understand enough to keep the conversation going myself.	I can deal with most situations likely to arise whilst travelling in an area where the language is spoken. I can enter unprepared into conversation on topics that are familiar, of personal interest or pertinent to everyday life (e.g. family, hobbies, work, travel and current events).	I can interact with a degree of fluency and spontaneity that makes regular interaction with native speakers quite possible. I can take an active part in discussion in familiar contexts, accounting for and sustaining my views.	I can express myself fluently and spontaneously without much obvious searching for expressions. I can use language flexibly and effectively for social and professional purposes. I can formulate ideas and opinions with precision and relate my contribution skilfully to those of other speakers.	I can take part effortlessly in any conversation or discussion and have a good familiarity with idiomatic expressions and colloquialisms. I can express myself fluently and convey finer shades of meaning precisely. If I do have a problem I can backtrack and restructure around the difficulty so smoothly that other people are hardly aware of it.
	Spoken production	I can use simple phrases and sentences to describe where I live and people I know.	I can use a series of phrases and sentences to describe in simple terms my family and other people, living conditions, my educational background and my present or most recent job.	I can connect phrases in a simple way in order to describe experiences and events, my dreams, hopes and ambitions. I can briefly give reasons and explanations for opinions and plans. I can narrate a story or relate the plot of a book or film and describe my reactions.	I can present clear, detailed descriptions on a wide range of subjects related to my field of interest. I can explain a viewpoint on a topical issue giving the advantages and disadvantages of various options.	I can present clear, detailed descriptions of complex subjects integrating sub-themes, developing particular points and rounding off with an appropriate conclusion.	I can present a clear, smoothly-flowing description or argument in a style appropriate to the context and with an effective logical structure which helps the recipient to notice and remember significant points.
W R I T I N G	Writing	I can write a short, simple postcard, for example sending holiday greetings. I can fill in forms with personal details, for example entering my name, nationality and address on a hotel registration form.	I can write short, simple notes and messages. I can write a very simple personal letter, for example thanking someone for something.	I can write simple connected text on topics which are familiar or of personal interest. I can write personal letters describing experiences and impressions.	I can write clear, detailed text on a wide range of subjects related to my interests. I can write an essay or report, passing on information or giving reasons in support of or against a particular point of view. I can write letters highlighting the personal significance of events and experiences.	I can express myself in clear, well-structured text, expressing points of view at some length. I can write about complex subjects in a letter, an essay or a report, underlining what I consider to be the salient issues. I can select a style appropriate to the reader in mind.	I can write clear, smoothly-flowing text in an appropriate style. I can write complex letters, reports or articles which present a case with an effective logical structure which helps the recipient to notice and remember significant points. I can write summaries and reviews of professional or literary works.