

Catarina Marques Teles
Online Editor & Digital Strategist
CV

Profile

I am a very motivated young woman with a passion for helping businesses connect with their audience. I love the challenge of uniquely helping each brand communicate across various platforms while thinking about new and exciting content to produce. I am always eager to learn, grow, and be put outside of my comfort zone.

Experience

hey woman!, Berlin - Social Media Editor & Editorial Assistant
June 2016 - Present

- Creating Facebook and Instagram campaigns
- Analysing Data and Performance
- Executing our digital strategy on our social media platforms (including Pinterest, Twitter, Instagram & Facebook)
- Building articles via Wordpress
- Writing articles that are focused on sustainability and tech technology
- Performing in person interviews with people such as Stella McCartney
- Assisting with video and audio production

Breuninger Magazin, Germany - Contributing Editor
September 2016 - January 2017

- Writing fashion related articles twice a month

Löwenzahn Ogranics, Berlin - Copy Edit / Translation
October 2016 - March 2017

- Translation & Copy Edit of the entire brand from English to German

Maison Heroin, Berlin - Editor
March 2017 - April 2017

- Copy Edit of the German Press Release and Branding

Skills

Day-to-day

- Multimedia content production
- Wordpress / Online Editing
- Social Media Strategy
- Basic HTML
- Basic CSS
- InDesign
- Photoshop
- MS Office / G Suite
- Mac OS X / Microsoft

Languages

- German – native
- Portuguese – native
- English – fluent
- Spanish – fluent
- French – conversational
- Swedish – beginner

Extracurricular

Twice voted volunteer of the Youth Parliament, Remscheid April 2006 - April 2010

- Non-Party binded, representing the voice and wishes of the Youth
- Member of the Congregation of Education / Congregation of Youth / Congregation of Construction / Congregation of the Elder People
- Planned events / worked in prevention for drug abuse / built a Skatepark / implemented a regular dialogue between students and Second World War Survivors

Regional Winner of the “Wirtschaftswissenschaft im Wettbewerb” prize, Remscheid - NRW 2006

- Participation in the national finals

Education

Freie Universität Berlin 2013 - 2016

- Spanish Philology with Latin-American Studies & Portuguese Brazilian Studies with focus on sociology & politics, including extra curriculum semesters in business administration

Contact

Catarina Marques Teles
catie.teles@gmail.com
+49 157 5884 7397
catarinamarquesteles.com