



Marina Dufour Herrero

15-05-1990

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SKILLS

Knowledge

- Project Management
- HR: Training management
- Corporate Communication
- English Sworn translation

Language

- Spanish: Native
- English: C1
- French: B2
- Japanese: B1
- German: A2
- Arabic: A1

IT Tools

- HubSpot
- CRM Dynamics 365
- Office, Eventbrite
- Simplicity
- SAP
- InDesign
- Trados

EDUCATION

Jun 2022 – July 2022	Online Program Data Science and Visualization for Business
2018	PA Customer Experience Management <i>IE University - Executive Education</i> Communication, Marketing and Sales
2014-2015	Master in Professional Development <i>University of Alcalá de Henares – FUE</i> HR, Communication, International Business, Law, International Relations
2012-2013	Master in Communication <i>Carlos III University</i> Corporate communication, journalism, RRSS, event management.
2012	English Sworn Translator certificate <i>Spanish Ministry of Foreign Affairs</i>
2009-2010	Exchange Program – Translation and Interpreting degree <i>University of Westminster, London (UK)</i>
2008-2012	Translation and Interpreting degree (English, French and Japanese) <i>Comillas Pontifical University ICAI – ICADE, Madrid</i> Financial, Legal and technical translation (English and French) and general Translation (Japanese)
2008	Bachillerato in Social Sciences. Average score: 9,6 <i>Fray Luis de León school</i>

PROFESSIONAL EXPERIENCE

Feb 2022 – Current

IE UNIVERSITY

Analyst and Client specialist – Talent & Careers

- Data management, analysis, and reporting
- LinkedIn Talent insight report creation
- Technology projects
- Career Portal incidence management
- Event organization and technology support for events
- Job postings liaison companies
- KAM for small and medium companies job postings

Jan 2020 – Feb 202

IE UNIVERSITY

FAID & Transversal Innovation Initiatives Advisor – Commercial Innovation (IT)

- Requirement Analysis for innovation projects
- Requirement Document redaction
- Coordination between Business and technical teams.
- Project Progress Monitoring
- Ensure Stakeholder Satisfaction
- Follow up deployment delivery and post-implementation support
- Coordination for New Intake and Program Creation in the systems
- User Manuals redaction
- IE tools and processes trainings
- User Acceptance Test Coordination
- Projects: IE Loans Online Platform (OPP Loans), VIP and Top recommenders' identification, recurring enrolment, among others.

Dec 2018 – Jan 2020

IE UNIVERSITY

Advisor – Business Innovation

- IE tools Account Administration: HubSpot, Eventbrite and Akkroo.
- News and Content creation for the BI department newsletter, Teams channels, and workplace communication.
- Support in business innovation projects, such as the New Admissions Online Application Web Project (OPP)
- Program and intake CRM registration coordination for all university, master and IEXL programs.
- IE tools and processes trainings: CRM, HubSpot, Eventbrite
- Support to Data Office department
- Support to Application Support department

Mar 2017 – Dec 2018

IE UNIVERSITY

Admissions Advisor – Executive Education

- Commercial leads contact & follow up
- Event organization and event management support
- Admissions & enrolments management
- Invoicing

- Support to the Academic Department

Nov 2015 – Mar 2017

ASTEX

Training Consultant – Summer Abroad programs

- 360° training courses management.
- Web, Brochure and marketing content creation and design and redaction
- Client caption and consultancy
- Enrolments Management for centres at UK, France and US (in charge for 300 student enrolments)
- Client dossier preparation
- Budget and Invoicing
- Incidence Resolution and departure and arrival guards
- Visits to British Colleges.
- Courses promotion at Events
- Suppliers relationship Management

Mar 2014-Mar 2015

REPSOL

Exploration & Production training management intern – Training Center (CSFR)

- Planification and Coordination of training courses worldwide.
- Suppliers agreements coordination
- Training logistics Management
- Data registry in SAP
- Communication and meetings with international offices heads
- Training impact Reporting and data analysis

Nov 2013

TEND2YOU

Event coordinator – Press Day

Open day event organization: event planning, marketing and communication for the event, event pr, event follow up actions. Media coverage: 80 blogs and magazines, such as Vogue, Glamour, Elle, among others.

Jun – Sep 2013

INTERECONOMÍA TV

Master Communication internship

Fashion supplier's agreements coordination and support in television set.

Apr – May 2013

NEXTPERFORMANCE PARIS

Freelance translator

English-French-Spanish Translator and corrector

Jan – Apr 2013

GLAMOUR MAGAZINE

Master Communication internship – Fashion department

Trends analysis and documentation for journalist support, brand and fashion agreement coordination.

Jul – Nov 2012

NEW YORK HABITAT

Freelance Translator

- Spanish translation of the webpage
- Blog content creation for the Spanish version

Mar – Jun 2011

AVIVA

Translation Internship – Corporate Communication

- Content and news writing for the internal communication
- UK headquarter news translation English to Spanish
- Event Organization

Jun – Sep 2010

MINISTRY OF FOREIGN AFFAIRS

Translation Internship – International officers unity department

Vacancy and official document translation for International organizations (EU, NU, NATO, UNICEF, among others.)

2007 – 2019

English, French and Spanish Teacher for children

OTHER INFORMATION

2019

Volunteer at Buddhist Monk Teaching program (Wat Sri Soda Temple, Thailand)

English Teacher

2005 – 2019

English/ French immersion courses with native families

Plymouth (UK), Bournemouth(UK), Brighton(UK), Saint-Malo(FR), Boston(US)

2011

Teaching Spanish as foreign language course

Comillas Pontifical University, Madrid

2011

Interpreter Training Course

Cálamo & Cran