



# CV

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## EDUCATION

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|-------------|--|
| 2020 – 2021 | <p>Master's Degree in Linguistics, Leiden University – Netherlands</p> <ul style="list-style-type: none"><li>• Specialised in language and communication.</li><li>• Main subjects: argumentation and rhetoric, pragmatics, speech science, and business communication via an internship.</li></ul>   |
| 2016 – 2019 | <p>Bachelor's Degree in Professional Language Use with a Specialisation in English, Stockholm University – Sweden</p> <ul style="list-style-type: none"><li>• Main subjects: linguistics and workplace communication with an emphasis on technical communication, external and internal workplace communication, English for special purposes, and English as a lingua franca.</li></ul> |
| 2018 – 2018 | <p>Erasmus Exchange Studies, Vrije University Amsterdam – Netherlands</p> <ul style="list-style-type: none"><li>• The focus was on communication studies and political thought.</li><li>• Main subjects: introduction to communication studies, media entertainment, public relations, and international relations.</li></ul>  |
| 2013 – 2016 | <p>Swedish as a Second Language, Folkuniversitetet Stockholm – Sweden</p> <ul style="list-style-type: none"><li>• Language program to reach a proficient level of Swedish.</li></ul>   |

## WORK EXPERIENCE

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|----------------|---|
| 2021 – Current | <p>Technical Content Specialist (3,5 yrs.) – Accell Group, Netherlands</p> <ul style="list-style-type: none"><li>• Own, maintain, and optimise content and documentation in the internal user knowledge base (Confluence) on systems, processes, and new features in collaboration with the development, UX and SEO Teams.</li><li>• Provide support to the company brands in terms of training, translation (Spanish), proofreading, content management, and best practices.</li></ul> |
| 2020 – 2021    | <p>Junior Content Specialist (1yr) – Accell Group, Netherlands</p> <ul style="list-style-type: none"><li>• Write translation guidelines and terminology lists for Spanish and English.</li><li>• Revise, and edit editorial and product content for multiple countries and languages</li><li>• Assist in content migration projects.</li></ul>  |

2019 – 2020	Translator - Content Writer (3 mos) – Natuurhuisje, Netherlands <ul style="list-style-type: none"> <li>Spanish translations and editing of the company's website and general digital documents.</li> <li>SEO content writing for the Spanish domain of the website.</li> </ul>
2017 – 2019	Administrative Assistant (2 yrs) – PostNord, Sweden <ul style="list-style-type: none"> <li>Assist in the process of invoice scanning and data input to prepare the invoices in digital form for our customers.</li> </ul>
2015 – 2019	Language Tutor (3,5 yrs) – Studybuddy, Sweden <ul style="list-style-type: none"> <li>Help and assist students with Spanish and English</li> </ul>
2014 – 2014	Customer Care Rep. (2 mos) – Wonder Technology Solutions, Sweden <ul style="list-style-type: none"> <li>Answer customer enquiries via email and phone in English and Spanish.</li> </ul>
2012 – 2012	Backoffice Staff (2 mos) – Unísono, Spain <ul style="list-style-type: none"> <li>Troubleshooting the customer database (SAP and Excel)</li> </ul>
2012 – 2012	HR Assistant - Intern (1 mo) – Adecco, Spain <ul style="list-style-type: none"> <li>Assist with recruitment processes, telephone interviews, CV reviewing.</li> </ul>
2011 – 2011	Customer Assistant (2 mos) – Unísono, Spain <ul style="list-style-type: none"> <li>Inform and offer new mobile promotions to customers.</li> </ul>

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## LANGUAGES

English – High Proficiency level: Cambridge C1

Spanish – Native level

Swedish – Intermediate level

## DIGITAL SKILLS

Microsoft Office – Very Good

Azure DevOps – Good

Confluence – Advanced

Storyblok\* – Advanced

Sitecore\* – Very Good

Shopware\* – Very Good

Lokalise\* – Very Good

Contentserv\* – Good

Python – Basic

HTML/CSS – Basic

\* Storyblok and Sitecore are Content Management Systems (CMS)

\* Lokalise is a Translation Management System (TMS)

\* Contentserv is a Product Information Management (PIM)

\* Shopware is an E-Commerce System