

Sara de la Fuente



Communication Spc.

PROFILE

I am a linguist and translator specialised in corporate communication and marketing. I am a proactive person always eager to improve the communication channels and procedures of a business. In my next career opportunity, I would like to learn about data analysis and project management.

TECH SKILLS

SEO & SEM	●●●○○
G Analytics	●●●●○
SAP	●●●○○
Ms Excel	●●●○○
Adobe Premiere	●●○○○

LANGUAGE SKILLS

English	●●●●○
German	●●●○○
Dutch	●○○○○
Spanish	●●●●●
Catalan	●●●●●

TAGS

Communication

Linguistics

Translation

Marketing

Logistics

Customer Service

Localization

EXPERIENCE

Localizer

Zoomin TV (Amsterdam) Jul 2019 - Onwards

- Translating, adapting and editing video content for Spanish speaking countries

Communication Manager

Grup Heracles (Andorra) Mar 2018 - Apr 2019

- Managed the internal and external communication
- Coordinated the translation of content in four languages
- Managed content with WordPress
- Managed social media accounts and created social media for daily postings
- Organised the company's events
- Improved the budget monitoring and reduced by 15% the expenses in communication

Brand Ambassador and Tour Guide

Codorníu Raventós (Barcelona) Jul 2017 - Dec 2017

- Answered queries both in-person and on the phone
- Managed booking requests, cash and billing
- Did guided tours at the cellar in English, Spanish and Catalan

Freelance Translator

Cover-More Group (Brisbane) Aug 2016 - Apr 2017

- Translated the Cover-More's website from English to Spanish

Communication Intern

EUSS Enginyeria (Barcelona) May 2015 - Jul 2015

- Improved the university's website
- Managed the university's LinkedIn page and Google Analytics
- Did a research about how to develop an online student community

Supply Chain Specialist

GCR Group (Tarragona) Dec 2013 - Nov 2015

- Processed orders in the SAP system
- Managed the manufacturing as well as the procurement of raw materials
- Scheduled shipments and negotiated prices with transport providers
- Prepared delivery notes and customs clearance documentation
- Collaborated with IT consultants to help them to adapt SAP to the company's needs

EDUCATION

Certificate IV in Marketing

2016 – 2017

Australian Pacific College (Brisbane)

International marketing, creation of marketing plans and advertising campaigns, creation and management of budgets and risk control.

Master in Digital Communication

2014 – 2015

University Abat Oliba (Barcelona)

Communication project management and digital marketing. Knowledge in SEM and SEO and competences to carry out tasks of community manager and social media analyst.

Translation Studies, Erasmus

2012 – 2012

University of Cologne (Cologne)

Translation subjects as German-Spanish and German-Catalan. English and linguistics subjects.

Bachelor Degree in Applied Languages

2009 – 2013

University Pompeu Fabra (Barcelona)

Writing, correction, translation and edition of texts, terminology management and cultural mediation. Subjects in the following fields: educative (languages teaching); business (multilingual specialised communication management); technology applications (development and management of software applied to linguistic tasks).



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