

SILVINA CARRERA SCHOLZ

Buenos Aires, Argentina | Spanish and Argentine citizen
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linkedin.com/in/silvinacarrerascholz | Open to remote work

Professional Summary

Project Manager with international experience in the UK and Argentina, strong background in client coordination and digital platforms. Fluent in English and Spanish, with a proven ability to support cross-functional teams and deliver projects efficiently. Skilled in CRM systems, documentation, and agile workflows, and eager to grow in the translation and localisation industry. Motivated and detail-oriented, with expertise in data analysis, project management, and process improvement.

Programming Languages and Tools:

- Data analysis: Python, SQL, Pandas, NumPy
- Project tracking & collaboration: Jira, Slack, Dropbox, Google Drive
- Git / GitHub
- Dataiku, Python charts (visualisation)

Core Skills and Tools

- Data entry and database updates
- Client Relationship Management | SLA Delivery | Sales Support
- Email and written communication (client and team-facing)
- Task coordination and documentation
- Microsoft Office (Word, Excel, Outlook, PowerPoint)
- Tech-savvy and adaptable | Excellent attention to detail | Calm under pressure
- Multilingual: Spanish (native), English (fluent – IELTS certified)

Professional Experience

Digital Project Manager

Grouptree – London, UK

05/2023 – Present

- Lead projects in Origin, a responsible sourcing platform (SaaS), improving functionality and user efficiency.
- Coordinate cross-functional teams (developers, QA, IT, analysts), fostering autonomy and delivery accountability.
- Facilitate project kick-offs, manage schedules, allocate resources, and escalate risks.
- Apply agile methodologies and use Jira for project tracking and remote team collaboration.
- Develop project plans aligned with strategic priorities.

Workforce Management Specialist & QA | Community Content Management

TikTok – London, UK

05/2020 – 05/2023

- Managed schedules and optimised internal resource allocation to improve efficiency by 20–30%.
- Conducted detailed performance analysis, created reports, and implemented improvements to reduce absenteeism.
- Handled internal documentation, email coordination, and team-wide communications in English and Spanish.
- Trained staff on new internal policies and systems to ensure consistent quality standards.
- Reviewed and tracked compliance data, ensuring content met company policies and regulations.

Administrative Sales Coordinator

Nuspace Design & Build – London, UK

12/2019 – 05/2020

- Managed administrative support across sales and project teams, ensuring precise communication flow.
- Prepared technical documentation for Project Managers and followed up with clients during ongoing work.
- Maintained client records and updated the Salesforce CRM database.
- Supported the coordination of materials and internal calendars using Mac OS tools.

Education

BSc in Data Science and Computing. *Birkbeck, University of London – London, UK*

Graduated: 2025

AWS Certified Cloud Practitioner (In progress)

Amazon Web Services – Skill Builder | 2025

Currently completing the **AWS Cloud Practitioner Essentials** course (CLF-C02).

Gained hands-on practice with AWS services such as **S3, EC2, IAM, RDS, and CloudTrail**.

Understanding of the **AWS Well-Architected Framework, Shared Responsibility Model, and pricing models**.

Familiar with **AWS global infrastructure, cloud security, and support plans**.

Actively preparing for the **AWS Certified Cloud Practitioner exam**.

IBM Data Science Professional Certificate

IBM – 2021

BSc in Graphic Design and Visual Communication

Multimedia Art Da Vinci College – Buenos Aires, Argentina. Graduated: 2008

Additional Information

- Comfortable working across time zones and cultures.