



MARÍA GÓMEZ SÁNCHEZ

TRANSLATION AND
MARKETING

CONTACT INFO

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PERSONAL INFORMATION

I am an English Studies graduate and an expert in Translation and Marketing. I have knowledge of community management, localization, translation, transcreation and copywriting.

Furthermore, my last job experience as a Project Manager has enriched me with knowledge of how to handle and manage big, complex projects.

SKILLS

Digital and practical skills:

- Office (Word, Excel, Powerpoint...).
- Google Tools (Google Ads, Google Trends, Drive, Google forms...).
- Facebook Business Tool.
- Hootsuite and Buffer.
- CAT tools such as MTPE (Machine Translation Post Editing) and a bit of experience with Trados.
- Knowledge on how to use JIRA, ProjectA, ProjectV, ProjectD, Wordfast and FreeCommander.
- Copywriting.
- Translation.
- Transcreation,



WORKING EXPERIENCE

Translation Project Manager Intern

Transperfect | May 2021 - Nov 2021

- Provide support on different phases of translation process.
- Look for corresponding linguists in the database.
- Negotiate with freelance translators and proofreaders.
- Prepare job folders and files for translation.
- Issue POs (purchase orders) for linguists.
- Ensure deadlines are met with the linguists according to projects.
- Carry out linguistic/non-linguistic FE (final eye) to ensure the final product meet the clients' needs.
- Localization QA
- Manage Query Sheets

Social Media Management and localization

Metamorphosix.co | January 2021 - May 2021

- I Programmed posts using Buffer and Hootsuite.
- I created promotions on Instagram.
- I translated and localized content from English to Spanish and viceversa.
- I reached out to clients whenever they needed.

English teacher

September 2020 - June 2021

- I prepared students for the B1 Cambridge exam.

English teacher

TRESS School of English | Oct 2019 - Feb 2020

- I gave class to kids from 3-4 y/o up to adults who wanted to take the C1 exam.

English teacher

Academia Howard | Sept 2018 - Oct 2018

- Substitute teacher.
- I gave class to kids from 4 to 10 y/o.



- Localization.
- Creative writing.
- Non-linguistic and Linguistic Final Eye.
- Negotiation skills.

Other skills:

- Liable and punctual.
- Ability to work by myself or in groups.
- Good time management.
- Self learning skills.
- .-Adaptability.
- Communicative skills.
- Capability of working under stress and high time restrictions.
- Resolutive.
- Capability of working on multiple tasks.

LANGUAGES

- Spanish: native.
- English: C2
- French A2.
- German: A1

Driver's license B.
I have my own car.

Translation into Spanish of English legal texts

Instituto Superior de Estudios Lingüísticos y Traducción | Dec 2021 - Now

Digital Marketing

Google | December 2021

MTPE (Machine Translation Post Editing)

Transperfect | May 2021

- I learnt how to use MT for Post editing as a PM (Project Manager).
- I learnt about Light and Full MTPE.

Localization Essentials

Udacity | Jan 2021

- I expanded my knowledge in localizing content for apps and web pages.

Expert Diploma in Marketing Implementation and Translation

Instituto Superior de Estudios Lingüísticos y Traducción | Sept 2020 - Jun 2021

- I learnt about marketing concepts: SEO, positioning, community management, Google Ads, Facebook Business Tool, Google Trends, Hootsuite, Buffer, etc.
- I also learnt how to translate, localize, transcreate and copywrite texts and context related to the marketing field.

English Studies

Universidad de Cádiz | Sept 2016 - June 2020

- I improved my English to the extend that I can communicate almost like a native speaker.
- I learnt about linguistics and about the culture of English speaking countries, something that helps me to localize and transcreate content.