

# Aldana Martina Gómez Ríos

Born on 13 Jan, 1988 in Argentina, Italian national

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## WORK EXPERIENCE

### **Spanish Freelance Moderator**

Badoo – Online Dating Site – London, UK

April 2018 – May 2018

Successfully carried out freelance moderation of hundreds of user profiles and communications in accordance with established guidelines (queue moved from 4 days' wait to 1).

### **Freelancer**

Moravia IT – Translation and Localisation Services – Czechia (Remote)

August 2017 – January 2018

Freelance services involving translation, copywriting and the annotation of transcriptions of telephone communications in English and Spanish for Fortune 500 clients.

### **Marketing & Project Manager**

WinInnKeeper – Property Management Startup – London, UK

May 2017 – July 2017

Trained and managed a team of three interns building and maintaining the startup's digital presence and visibility across the board, monitoring KPIs and analytics to improve outreach within the established target audience.

In constant collaboration with the Account Manager, Finance Manager and Communications Manager.

Built and tested procedures for smoother operations in all departments, the largest being the centralised management of all the utilities of all 100+ properties operated by the company.

Successfully set up automations for recurring operations involving key members of staff, within and independent from the CRMs.

Involved in the management of communications with direct (landlords) and indirect clients (guests) through multiple media.

### **Scientific & Technical Translator**

Computer Science School – National University of La Plata (UNLP) – La Plata, Argentina

February 2006 to date

Translated hundreds of pieces for a range of audiences, from English into Spanish and vice versa.

Undertook the edition of a number of graduate and undergraduate theses.

Part of a team of three involved in the translation of the updates made to the website of the International Telecommunications Union (Geneva, Switzerland) and a team of four dedicated to the translation of the material for the online Cisco Certified Network Associate Security module.

Aided in the successful organisation of yearly Free Software and Free Hardware sessions.

Welcomed visiting professors and managed their schedules and meetings with local authorities.

### **Volunteer Translator**

Translators Without Borders – NGO – Worldwide

March 2012 to date

Involved in 58 individual translation projects for NGOs such as Doctors without Borders, Oxfam, Kiva, Action against Hunger, and Infectious Diseases of Poverty, for a total of 65,000+ translated words.

### **Front-desk Librarian**

Computer Science School – UNLP – La Plata, Argentina

October 2010 – March 2014

In charge of front-desk services, on-demand research on featured topics, cataloguing services, and organisation of yearly Open Access sessions.

## **EDUCATION**

Linguistics Scholarship – 2016 – Universiteit Gent – Belgium

BS in English Sworn Translation – 2015 – UNLP – Argentina

Cisco Certified Network Associate – 2008 – Proydesa Foundation – UNLP – Argentina

## **LANGUAGES**

(according to CEFR where A1 – A2: beginner, B1 – B2: intermediate, C1 – C2: advanced)

Spanish: native

English: C2

Portuguese: B2

Dutch: A2

## **COMPUTER LITERACY**

Windows, OSX and Linux-based OSs (Debian, Gentoo, Ubuntu).

Office suite and Open Source alternatives, Sharepoint, Dropbox and Google Docs suite.

Multiple text and code editing software (e.g. Kile, TeXworks, Poedit, Notepad++, Sublime Text).

Gimp image manipulation software.

Slack internal communications software.

Zapier software integrations.

RingCentral VoIP software and integrations with analogue and digital communications.

Zoho and Guesty CRMs.

Cyfe for custom dashboards and Dapulse for project management.

Wordpress and Google MyBusiness.

RotaCloud and Time Doctor for monitoring human resources.

Transcriber and Material Builder for transcriptions.

**June 2018**