Elena Alvarez

Spanish Translator & Content Writer

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**Career Objective:**

A reliable, trustworthy and creative Spanish Linguist who is able to handle pressure, work as part of a team and most importantly inspire readers and customers. With infectious enthusiasm and a personal style, I have used my extensive experience in writing to develop superb organizational, communication and marketing skills. I am a person who can explore new territories and push existing limits in the search for creativity. I am currently looking for a suitable freelance opportunity with companies that will not only challenge me professionally but also allow me to develop my knowledge and potential further.

**Professional Qualifications:**

**2014 – Currently: Freelance EN/FR/IT > ES Translator, Proofreader and Content Writer at** [**Edit-Place**](http://www.edit-place.co.uk/) **and** [**Quill Content**](https://www.quillcontent.com/)(London / Spain)

* Transcreation of English into Spanish articles featuring hotels and destinations.
* Writing of product descriptions and web content for several brands, including relevant keywords and SEO.
* Translation of original content from English, Italian & French into Spanish.
* Proofreading English & French into Spanish translations
* Re-writing / Editing Spanish content.

**2014 – 2016: Freelance Content Writer at** [**A Fashion Mix**](http://www.afashionmix.com/noticias/)(London)

* Researching on fashion magazines and related sites to develop up to date and accurate information.
* Transcreation of English relevant fashion news featuring people and branches to a Spanish audience.
* Researching, editing and publishing related images.

**2013 – 2014: Spanish Copywriter & Office Administrator at** Ready4UK (London)

* Creation of Spanish digital content and corporative documents (newsletters, emails, press releases, etc.).
* Proofreading existing content.
* Community Manager (Link building, Social Media promotion, SEO content, etc.).
* Writing articles about living in London (tips for newcomers, how to find a job and accommodation).
* Planning Digital Marketing strategies.
* Customer care and support.
* Office tasks.
* Training and supervising new staff.

**Mar – November 2013: Freelance Content Writer** **& SEO Assistant at Site Visibility UK** (Spain)

* Writing interesting articles promoting Caribbean & Spain destinations
* Keyword and popular travel questions research to find new ideas for articles
* SEO friendly content based in our research, providing answers for the most common questions about the target destinations
* Translation of press releases and blog articles from English into Spanish
* Proofreading translations
* Link building tasks for outreaching content on related Travel blogs

**Jan – November 2013**: **Spanish Travel Copywriter & SEO Assistant at** **Iprospect UK** (Freelance)

* Writing background and interesting features of Spanish destinations
* SEO friendly content, introducing given keywords
* Converting press releases in interesting blog articles
* Link building tasks to publishing posts on travel blogs
* Writing texts and creating design ideas for infographics
* Transcreation of English articles for a Spanish audience

**2011 - 2013: Spanish Freelance Travel Writer at** [Only-Apartments](http://www.only-apartments.com/autores/elena_alvarez_elena)

* Writing background and interesting features of European destinations
* Providing tips and ideas for trips, sightseeing opportunities and things to do
* Researching on countries and destinations to develop up to date and accurate information
* SEO friendly content

**2014 – 2019: Living abroad** in London (UK)

**2010 – 2011:** **Career Break** for travelling and living abroad in Italy and France

**Education**

**2012:** Community Manager (90h) – Brain Grupo Empresarial (Spain)

**2012 – Present:** Bachelor of English Philology - U.N.E.D. (Spain)

**2010 – 2011**: Italian Language Intermediate Level Course - B2 (140h) at Scuola Federico II, Catania (Italy)

**2000 - 2005:** Degree in Business Administration at Universidad de León (Spain)

**Languages**

* Standard Spanish (Castilian) native speaker
* Working knowledge in Italian, French and English

**Skills and Qualities**

* Excellent oral and written communication skills
* Able to work efficiently under pressure
* Proficient in editing, re-modifying and managing content
* Excellent solving skills
* Time management
* Very keen into details
* Flexible and creative
* Good team player, but comfortable working on my own
* Excellent computer skills: Microsoft Office, Adobe Acrobat, Google Docs, Blogger, WordFast Translation Memory Software

**Affiliations**

Member, Creative Spanish Writer Linkedin Group

Member, Copy Editors and Proofreaders Linkedin Group

**Hobbies**

Reading, Social Networking, Blogging, Web Surfing, Music, Cinema, Art, Travel, Photography.

**References**

Visit my [Linkedin](https://www.linkedin.com/in/elenalvarezz/en) and [People Per Hour](http://pph.me/elenalvarezz) profiles in order to view some validations and references of my work. For further details, you can also contact with:

Sergio Giralt, CEO at A Fashion Mix: [info@afashionmix.com](mailto:info@afashionmix.com)

Santiago Suárez, Multilingual content Manager at Edit-Place: [ssuarez@edit-place.com](mailto:ssuarez@edit-place.com)

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