

# Abril Canon Luhan

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## SKILLS

**Communication & interpersonal skills** Communicating and coordinating with colleagues as necessary in order to provide solutions and ensure the work is done well and efficiently.

**Leadership skills** Ability to keep a team motivated and organized, resolve conflicts, provide feedback, and make hard decisions.

**Writing & Translation** Ability to take ideas & information & present them in a finely written format for others to read with proper standards, punctuation, syntax, and grammar.

**Data Analysis** Managing and designing reporting environments, including data sources, security, and metadata through Excel & Google Sheets.

## PROJECTS

### Translator & Content Creator – *LTVplus*

MAY 2019 – AUGUST 2019

**Key achievement** Translated 30,000 words total on the LTVplus website into both Spanish & Portuguese. I created all content for the website, including texts, banners, and promotional content.

- Proofreading, editing, and translating text from English into both Spanish & Portuguese, ensuring seamless style, context, and overall meaning in the target language for all translated materials while applying proper language parameters such as grammar, syntax, semantics, and appropriate terminology.
- Produced marketing copy to advertise our products, wrote blog posts about industry-related topics, and promoted our content on social media.
- Conducted keyword research and use SEO guidelines to optimize content, prepared well-structured drafts using digital word processing and publishing platforms, and coordinated with marketing and design teams to illustrate articles.

## EXPERIENCE

### Newswriter & Journalist – *Colombia Reports*

JANUARY 2019 – FEBRUARY 2020

**Key Achievement** Collaborated on over 200 news stories by conducting research, writing, proofreading, and providing assistance to the main editor.

- Developed news stories as per information generated by wire service, assignment desk, newspapers, and press releases in field and archives.

- Conducted information research for story monitoring and development all through its various stages.
- Wrote unbiased and factual news stories, re-writing wire copy, and developing crisp news stories.
- Provided assistance to editor, producer, and develop news scripts and organize videotape to present a news podcast.

## Quality Assurance Analyst for AT&T – Accedo, Colombia

DECEMBER 2017 – DECEMBER 2018

**Key Achievement** Wrote management and technical reports and customers' charters, acting as a catalyst for change and improvement in performance and quality

- Worked alongside staff to determine, investigate and agree on in-house quality procedures, standards, and specifications
- Assessed customer requirements, and ensured that these were met to determine training needs
- Innovated and introduced new procedures and processes as needed to meet defined objectives.
- Tracked and reported on quality metrics in translatable terms by recording, analyzing, and distributing statistical information.

## LANGUAGES

**Spanish** – Native

**French** – Fluent

**English** – Native

**German** – Conversational

**Portuguese** – Native

## SOFTWARE

**MS Office** Word, Excel, Outlook, Powerpoint. OneNote, Access

**Writing** WordPress, research, journalism, ghostwriting, MS Word, Yoast, SEO, technical writing,

**G Suite** Drive, Docs, Sheets, Slides, Forms, Sites, App Maker.

**Spreadsheets** Excel, Google Sheets, OpenOffice. Pivot tables, comparative analyses, macros, sensitivity tables, vertical lookups.

## EDUCATION

### Universidad Autónoma de Bucaramanga, Colombia

Bachelor's Degree In *Economics* – CLASS OF 2019

The program included classes on how to gather, organize, and interpret data, using mathematical formulas and statistics to make calculations; and how to study industry trends, labor markets, the prospects for individual companies, and the forces that drive the economy.