



# SOFÍA EMBON

## ABOUT ME

*I am a third year student of the undergraduate degree in sworn, literary and scientific-technic English>Spanish translation. I am oriented to translating, transcribing or teaching any of both languages.*

## LANGUAGES

English - Bilingual C2

*Cambridge and IELTS certificates*

German - A2

*Goethe Institut*

## CONTACT ME

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## EDUCATION

### **Universidad de Belgrano, Argentina**

2019 - 2022 | Sworn, literary and scientific-technical English>Spanish Translation

### **Colegio Norbridge, Argentina**

2014-2018 | Business Administration and Management oriented High-School degree

## WORK EXPERIENCE

### 2018-2019 **Administrative assistant**

Integral ordering, filing and catalog of accounting and financial documentation; data entry of remunerations for 4th category income tax and others; reconciliation of bank accounts, bank procedures and others.

### 2019-2020 **One-on-one English teacher**

PTeacher of English students of all levels, from A1 to C1, with material chosen by me and digital platforms included.

### 2020 **Languages Institute English teacher**

Teacher of pre-adolescent group, level A1, with the material provided by the institute..

### **Translation**

2020 Translation of resumes from Spanish to English, and of business communications from English<>Spanish.