



SOFIE MORGAN

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sofiemorgan@hotmail.com

LANGUAGES

- Native languages: English and Spanish
- Spanish < > English Translator
- Portuguese > English Translator
- Portuguese > Spanish Translator
- Proofreading

PROFILE

Experienced manager, with a language and IT background.

Bilingual in English and Spanish with a high level of Portuguese. Possesses a great motivation to complete tasks and has an adaptable, confident approach to new work situations. Enjoys solving challenging problems through a creative emphasis, working alone or in a team. An excellent communicator who believes in a hard work ethic.

WORK EXPERIENCE

10/2021 – Present

Freelance Translator

Independent – Spain

Providing translation services for a variety of content to several clients. Subject matters include annual accounts, company reports, press releases, websites, art catalogues, among others in industry sectors such as energy, fashion, art, museums, utilities, education.

10/2017 – 06/2022

Owner and General Manager

Aenfis Madrid Imperial – Madrid, Spain

Responsible for opening and launching the school. In charge of the day-to-day management of the company (hiring teachers, advertising campaigns, acquire and enrol new students, account management of corporate clients, etc.) Creating course content. Management and completion of translation cycle. Translation and proof-reading projects. Successfully transitioned to an online-only operation.

10/2009 – Present

Freelance Translator and English Language Teacher

Independent – São Paulo, Brazil / Madrid, Spain

Language consultant, in the completion of translations and proof-reading in various areas such as marketing, company reports and technical manuals. ES>EN, PT>EN, PT>ES. English language teacher, General English, Business English and Exam Preparation.

11/2006 – 10/2009

SAP Solutions Engineer

Accenture (Coritel) – Madrid, Spain

As member of the Supply Chain Management team was involved in the implementation and support of SAP in several global projects at multinational companies completing full test cycle implementation through to end user support.

Responsible for remote multinational team management, ensuring team and project objectives were met.

06/2006 – 10/2006

General Management

Gestión Didáctica y Cultural Ideia – Valencia, España

Responsible for the creation and management of cultural and language orientated activities.

- 10/2004 – 10/2006 **Head of the Translating and Interpreting Department**
Alos Centro Europeo de Idiomas, SL – Valencia, España
 Responsible for all activities related to the management, proof-reading and translation of documents, from start to finish. Liaison between client and translator. EN>ES, ES >EN.
 Translation of documents from a range of fields, varying from company reports to art catalogues.
- 07/2004 – 09/2004 **English language teacher**
Moving On – Cork, Ireland
 Teaching adults during summer English camp.
- 03/2004 - 06/2004 **English language teacher**
Central Park Idiomas – Miranda de Ebro, Spain
 English language teacher
- 04/2001 – 11/2002 **Sales and Distribution / Materials Management SAP Consultant**
Xansa (via Merit International) – Amsterdam, The Netherlands
 Full life cycle implementation of SAP R/3 on a global project at a multinational foods and fragrance manufacturing company. An integrated member of the Materials Management and Logistics team.

ACADEMIC AND PROFESSIONAL EDUCATION

- 11/2003 – 12/2003 *Via Lingua – Florence, Italy*
 CTEFL (Certificate in Teaching English as a Foreign Language)
- 04/2001 – 07/2001 *SAP Solutions / AST Training– Cape Town, South Africa*
 Training in several IT application systems, such as Visual Basic, Oracle and SQL, Project Management and information systems SAP R/3 training in Sales and Distribution & Materials Management modules
- 1996 – 1999 *University of the West of England - Bristol, UK*
 Achieved a 2:1 BA Honours degree in Spanish and Information Systems.
- 1994 – 1996 *International College Spain - Madrid, Spain*
 International Baccalaureate