

# SARA GÓMEZ



Born in: Almansa 11/01/1992  
Residence: Barcelona  
Driving licence: Yes (car in property)  
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Language pairs: **EN, FR, CA, ES > ES**

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## ACADEMIC EDUCATION

**Master's degree in Audiovisual Translation: Subtitling, Dubbing and Localization** - ISTRAD. 2016 - 2018

**Bachelor's degree in Translation and Interlingüistic Mediation** - University of Valencia (2015).

## FREELANCE PROJECTS HIGHLIGHTS

2013 - Today **Translation, editing, subtitling and voice over freelance projects**

- Proofreading and Editing of the book "Batalla de Almansa: el relato del cuadro", by Herminio Gómez Gascón, published by the Diputación de Albacete and Ayuntamiento de Almansa (April, 2026).
- Translation of the book and other web related content of [Absolute Truth](https://www.truth.consulting/center.html) by Joab Russo (<https://www.truth.consulting/center.html>), published in Amazon Books.
- Translation and voice over recording for iNuba (2022).  
<https://youtu.be/7euzP1u9oEo>  
<https://www.youtube.com/watch?v=gb7Nh1799Dw>  
[https://www.youtube.com/watch?v=KEQ7oYtCN\\_g](https://www.youtube.com/watch?v=KEQ7oYtCN_g)
- Translation into English of the book *Iconos del siglo XX (Icons of the 20th Century)*, A selection of works by the painter Lluís Rivas featuring iconic 20th-century figures, each one accompanied by their biography, written by Manel Domínguez Navarro, and published by Espai Lluís Ribas, S.L. (2022).
- Subtitles: Food industry courses (Unilever Food School), documentaries and reality shows (Amara, Vice), youtubers and influencers, corporate videos.
- Tourism: restaurant menus, leaflets, guides, hotel rules and regulations, web content.ç
- Human Resources and training: (Olympus Europe, Importaco S.A).
- Corporate/Business: Press releases, internal statements, annual reports, agendas, presentations.
- European Union: job offers, statements.
- Multimedia: social networks, multilingual app content and programming, website content.
- Proofreading: *Gaceta Histórica Almansa 1707, Un cuadro para un rey.*
- Full website creation: <http://sadiezeev.com> ; <http://earthlingtranslation.com>

## PROFESSIONAL EXPERIENCE (NOT FREELANCING)

April 2022 - Currently **Lexic Language Solutions** - Translation Project and Vendor Manager - Making of quotations, team assignment, quality control, account manager, communication and assistance for vendors, recruitment of new vendors, onboarding process of new vendors, management of vendors documentation, vendor quality follow-up, implementation of new vendor quality assessment system. Work procedure according to ISO 17100 and ISO 18587 standards.

Mar 2021 - Mar 2022 **Networkia Business Center** - Second office manager - Reception, call centre, event organization, sale of business center services, coordination of suppliers, coordination of cleaning and maintenance teams, welcoming of new clients, access control, surveillance coordination, client loyalty.

Dec 2019 - Oct 2020 **Intertext** - Project manager - Translation project management. Work procedure according to ISO 17100 standard.

Sep 2019 - Dec 2019 **Networkia Business Center** - Office manager - Reception, call center, event management, business center additional services.

Dec 2016 - Dec 2018 **Importaco S.A.** - Communication assistant and clerk - Management of corporate blogs, apps and websites with Wordpress. Translator. Reception and call center officer. Corporate events managing assistant.

2015 - 2016 **Apartamentos Port Saplaya** - Reception and bookings department. Front desk, customer service, bookings, administrative work and invoicing.

## SOFTWARE

### Office software (PC and Mac)

- MS Office (Word, Excel, Power Point, Outlook)
- Mac Office (Pages, Numbers, Keynote)
- Adobe Acrobat PRO

### Translation software

- SDL Trados, MemoQ, Wordfast, Smartcat, Across
- Xbench Apsic
- OCR ABBY
- Aegisub, Subtitle Edit Pro, Jubler

### Professional video and design software

- Adobe (Premiere, Photoshop and Indesign)
- Final Cut, Davinci Resolve
- Logic, Studio One

### CMS and social media marketing

- Wordpress
- Facebook and Instagram Ads
- Youtube
- Google Ads

### CRM and translation project management

- QuaHill
- JD Edwards
- Business suite Microsoft (Business Central, CRM)
- Gespoint
- Hubspot