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# SOFIA BELEN MENTA

## ABOUT ME

I am a professional, proactive and efficient person. I accept challenges and I like to work in enriching work environments, which can contribute to improve my skills and abilities. I am considering new options for my career because I know my potential and I have met my expectations in my current position.

## EXPERIENCE

### **Improve Language Services, Buenos Aires** — *Owner and English Lecturer*

July 2023 - Today

- Development of start-up.
- Invoicing and management of agenda.
- Social Media management and content creation.

### **Tiempos Modernos School, Banfield** — *English Department  Academic Coordinator*

March 2022 - Today

- Responsible for teaching staff.
- Organization of the academic calendar and headmaster's agenda.
- Proposal of ideas and projects to be developed.
- Organization and handling of meetings.
- Gathering and checking the teacher 's plans.
- Performance in different positions.
- Handling of situations of conflict.
- Setting and leadership of personnel meetings.

### **Tiempos Modernos School, Banfield** — *Bilingual Teacher*

August 2017 - March 2022

- Responsible for group management.
- Organization and setting up of academic proposals.
- Handling of situations of conflict.

### **AIM Overseas, Buenos Aires** — *Certified Interpreter*

2016 - 2019

- Bilingual Tourist Guide.
- Interpretation in vivo at Public Agencies for foreign students.

## EDUCATIONAL BACKGROUND

**NATIONAL UNIVERSITY OF LANUS, BUENOS AIRES** — *UNDERGRADUATE DEGREE IN CERTIFIED TRANSLATION IN ENGLISH*

MARCH 2015 - SEPTEMBER 2019

Undergraduate degree in Certified Translation in English. Translation of Medical, IT, Legal and Pharmaceutical documents. Analysis of texts and speech. Interpretation in vivo of foreign students.

## SKILLS AND ABILITIES

MS Office: Excel, Word, Power Point.

Social Media Platforms.

Google Apps: Spreadsheets, Docs, Slides, Calendar, Forms.

Networking and remote working.

Communication skills.