

# Sofía Ruiz

Translation / Interpretation / Proofreading  
Graphic Design / Community Management  
English & Spanish Tutor

23 Avenida 24-94 Proyectos  
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## Experience

### **Rho-Sigma, S.A. : Online Community Manager**

April - June 2020 / Guatemala City

Two-month service contract as WAHA Online Community Manager for tabletop gaming industry companies in U.S. Rho Sigma is an offshore marketing service provider.

### **Espresso de Oriente, S.A. : Online Community Manager & Graphic Designer**

July 2019 - Present Date

Work position includes marketing strategic planification, content creation for social media, add design & branding.

### **Espresso de Oriente, S.A. : Junior Barista**

July 2019 - December 2019

Junior Barista in-training for Coffee Shop / Hostel located in Chiquimula, Guatemala, near tourist sites. Espresso de Oriente is a company dedicated to Guatemalan specialty coffee trade, for both local & international clients.

### **United Language Group : Interpreter**

2018 - 2019

English-Spanish Interpretation vía remote conference, specialized in medical & legal terms and social services assistance. United Language Group provides interpretation services internationally.

### **Comercializadora Alas Verdes, S.A. : Graphic Designer**

September 2017 - April 2018

Tasks included add design, branding, package design, photography & Publicitary campaigning. Alas Verdes was a local coffee marketer company.

### **Freelance English Tutor**

2016 - 2020

ESL tutor providing services to local English academies and individual clients. For kids & Adults.

## SKILLS

Active Listening.

Translation & Interpretation, English to Spanish and vice versa.

Proofreading and text edition.

Transcription.

Language Tutoring for Adults & Children.

Online Marketing and Graphic Design.

## Languages

Spanish and English, Native Level, Written and Spoken.

## **White Wolf Games : Spanish to English Translator**

January - September 2016

Translator for project “Akuma”, a role-play tabletop game.

## **GI Interpreting & Language Select : Interpreter**

2014 - 2016

English-Spanish Interpretation via remote conference, specialized in medical & legal terms and social services assistance.

## **Berlitz Language Center : English Tutor**

2013

ESL tutor providing services to local English academy in vacation course for children ages 7-9.

## **ACS - XEROX Guatemala : Customer Service Rep.**

2011- 2012

Customer service representative for UPS account, package tracking dept.

## **ACADEMIC STUDIES**

### **Universidad de San Carlos de Guatemala, Campus Central : Técnico en Diseño Gráfico**

January 2011 - Present Date

Undergraduate Technical Degree in Graphic Design at University of San Carlos, Guatemala City.

### **APROFAM - IPPF, Juvenile Trainer**

2010

Completed training for imparting workshops to children and young adults on Comprehensive Sexual Education and Human Rights, at Aprofam, an NPO funded by IPPF in Guatemala City.