

# SHEILA PAIS

## DIGITAL CONTENT SPECIALIST

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### EXPERIENCE

#### **Production Assistant**

Empara Rosselló, Barcelona  
January - July 2018

Drafting projects and preparing dossiers to apply for public funding programmes, awards and performing arts festivals.

#### **Web Content Editor**

Todofurniture S.L., Barcelona  
March 2013 – October 2017

SEO content writing for Social Media, blogs and websites.  
Writing/copyediting contents for customers and B2B clients.  
Translating content from Spanish to English and French.

#### **Text Annotator**

Yahoo Iberia S.L., Barcelona  
October - November 2014

Freelance text annotator for the Multisensor project by Yahoo and Fundación Barcelona Media.

#### **Production Assistant**

Bed Festival, Barcelona  
October - November 2012

Translating contents from Catalan to Spanish, English and French.  
Contacting media to promote the festival.  
Blogging and contents for Social Media.  
Welcoming guest artists.

#### **Camera Operator**

Videosistemes S.L., Poble de Segur (Lleida)  
July 2011, July – August 2012

ENG camera operator and video editor for the News on TV3 (Catalonian public broadcasting network).

#### **Copywriter**

Groupalia Compra Colectiva S.L., Barcelona  
November 2011 – May 2012

Copywriting campaigns and post them online via Magento.

#### **Web Designer**

The Training Company sàrl, Geneva  
January - February 2012

Freelance designer of the website [thetrainingcompany.ch](http://thetrainingcompany.ch) (not currently online).

#### **Communication Assistant**

International Human Rights Film Festival,  
Santa Coloma de Gramenet  
September - December 2011

Managing Social Media and blog: [festivaldh.wordpress.com](http://festivaldh.wordpress.com).  
Translating subtitles from English to Spanish.  
Edition of the [promotional video](#) of the festival.

#### **Web content editor**

CCyC, Barcelona  
February 2010 - August 2011

Freelance writer of articles for several websites specialized in new technologies and healthcare.

#### **Personal Assistant**

Empar Rosselló S.L., Barcelona  
March 2010 – June 2011

Managing Empara Rossello's agenda and Social Media.  
Drafting projects to apply for public funding programmes.  
Translating contents from Catalan to Spanish, English, French.  
Video editing for the Web (Vimeo, Youtube).

## French Interpreter

Pepe Alonso Interiores, Bailén (Jaén)  
December 2009 – January 2010

Interpreter in negotiations with Maghrebin clients.  
Drafting and translating emails and correspondence.

## Video editor

Coordinadora ONG, Madrid  
October– November 2009

Freelance editor of the promotional video for the campaign "[Stand Up Against Poverty](#)."

## Communication Assistant

EU Publications Office, Luxembourg  
March - July 2009  
*Europa Commission Traineeship Programme.*

Negotiating the budget for an advertising campaign with European broadcasting companies.  
Translating and subtitling the TED Unit introductory video.  
Usability improvements for the online forms of the Supplement to the Official Journal of the European Union.

## Communication Officer

PBI BEO NGO, Brussels  
May 2006 - May 2007  
*Leonardo Traineeship Programme.*

Video editing, translating and subtitling (English, French).  
Contacting film distributors for NGO's documentaries.  
Contacting MPs to promote Human Rights online forum.  
Assisting in the organization of seminars in Africa.

## PROFESSIONAL SKILLS

Web content editing  
Social Media content editing  
Copywriting  
SEO writing  
Blogging  
Proofreading  
Translating from Spanish to English/French  
Translating from English to French  
Customer Service attendance

## COMPUTER SKILLS

- **OFFICE** – word processors, spread sheets, email manager software, PDF editors.
- **PRESENTATIONS** - Power Point, Prezi.
- **SOCIAL MEDIA** - Facebook, Instagram, Twitter, Google+, LinkedIn.
- **WEB** - HTML, Magento, Wordpress.
- **DIGITAL IMAGE** - Adobe Photoshop.
- **VIDEO** - Adobe Premiere Pro, Final Cut Pro.
- **OPERATING SYSTEMS** - Windows, Mac OS.

## EDUCATION

Course "Designing Multimedia Products" (900h)  
2005 - 2006 · Conf. Of Andalusian Enterprises

Master's degree in Communication  
2001 - 2005 · University of Seville

## LANGUAGES

- **Spanish:** native speaker.
- **English:** fluent. Written and spoken.
- **French:** fluent. Written and spoken.