

Contact

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(LinkedIn)

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Top Skills

Revisión literaria

Corrección de textos

Adaptación cultural

Languages

Francés

Inglés

Español

Certifications

DALF C1 - Francés

Sophie Claire DIAZ ESPINOSA

Specialist in translation, content revision, voice-over, and transcription | Administrative management in education | French<>Spanish | English-Spanish | English-French

Miguel Hidalgo, Mexico City, Mexico

Summary

With a focus on quality and detail, I help my clients communicate their ideas clearly and effectively.

Through precise translations, thorough revisions, and voiceovers that capture the perfect message, I transform the way businesses, writers, and entrepreneurs connect with their audience.

With experience in translation and text revision in French and Spanish, including literary translations, transcription, and voiceover, I am committed to delivering results that create impact and add value to every project.

My background has also allowed me to develop a comprehensive view of sectors such as education, real estate, and international trade, enabling me to optimize processes and contribute to my clients' growth.

If you're looking for a partner who cares about every detail of your project, I'm here to help!

Experience

Liceo Franco Mexicano, A.C.

Executive Assistant

September 2017 - Present (7 years 7 months)

Mexico City

- Management of the BAC (French Baccalaureate), in coordination with the Bordeaux Academy, ensuring registrations, validations, and the proper development of exams.
- Administration of accounts for calls for applications and result consultations.
- Coordination of registrations for the General Contest for high school students.

- Translation of emails and administrative documents (French <> Spanish).
- Administrative assistance: Agenda coordination, meeting and appointment organization.
- Support in events and school projects: Planning and logistics for academic and institutional activities.

Profesional independiente

Freelance Proofreader (FR<>ES)

January 2021 - Present (4 years 3 months)

- Currently, literary proofreader for the books of author Ivy Monroe, ensuring the linguistic and stylistic quality of her texts in French.
- Previously, proofreader at STARLIGHT TECHNOLOGY SINGAPORE (Singapore), with experience in proofreading texts in English and Spanish. Proofreader at STARLIGHT TECHNOLOGY SINGAPORE (Singapore). Proofreading of texts from English to Spanish.

Profesional independiente

Freelance Translator (FR<>ES)

September 2017 - Present (7 years 7 months)

México, México

Official Translator for Author Dama Beltrán • Literary translation of 20 of her novels from Spanish to French.

Document Translator and Voice-over Artist, SHOPtexto (Barcelona) •

Translation and voice-over of documents between French and Spanish.

Transcription, Translation, and Voice-over, TRADUCTITULAJES (Mexico) •

Transcription, translation, and voice-over services (French <> Spanish).

Website Translation, Dastra (France) • Website translation from French to Spanish using Trados.

I translated 4 books on Babelcube, receiving excellent ratings. You can see the reviews here: <https://www.babelcube.com/user/sophie-claire-diaz-espinosa#reviews>

Queens League Americas Oysho

Football Player

September 2024 - December 2024 (4 months)

Mexico City

- I was part of the Peluche Caligari team, achieving the championship in the Queens League Oysho Americas.
- I developed teamwork, leadership, quick decision-making, and strategy skills in high-pressure situations.
- My experience in the sport allowed me to grow both personally and professionally, improving my physical endurance, concentration, and commitment.
- Participation in high-level training and competitions, demonstrating discipline and dedication.

JISC HOMES

Real Estate Director

September 2022 - December 2023 (1 year 4 months)

Mexico City

- Management and direction of real estate operations, including overseeing sales, acquisitions, and property management.

NACELE

International Trade Manager

January 2016 - August 2017 (1 year 8 months)

MEXICO CITY

- Management of business plans, financial models, export, import, and marketing.
- Analysis in the commercial area of electric energy.
- Responsibility in finance, management, customer service, generation, and marketing.

INSTITUTO LATINOAMERICANO DE LA CALIDAD

Logistics Coordinator

February 2015 - June 2015 (5 months)

MEXICO CITY

- Implementation of marketing strategies and logistics management.

Education

TECH Universidad

Master's in Professional Translation (French - Spanish), Applied Linguistics · (March 2025 - March 2026)

Universidad Anáhuac Mexico Norte

International Business, Economics · (August 2010 - December 2014)

Liceo Franco Mexicano

Mexican and French Baccalaureate, Bilingual Education · (September 1998 - July 2010)