

JANVI SHARMA

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Education

University of South Carolina

M.A Spanish Language and Literature

Aug 2024 – May 2026

Columbia, USA

Relevant Coursework: Introduction to Spanish Linguistic, Teaching of Foreign Languages in College

Department of Germanic and Romance Studies

B.A(Hons) Spanish Language and Literature

Oct. 2020 – May 2023

New Delhi, India

Relevant Coursework: Hispanic Studies Media skills, History of Spain and Latin American literature

Experience

Graduate Instructional Assistant

University of South Carolina

Aug 2024 – Present

Columbia, USA

- Assist Spanish students at the front desk with coursework queries and manage phone communications, ensuring efficient handling of inquiries and messages.
- Support professors in organizing classes and collaborate with faculty to enhance the overall learning experience for Spanish language students.

Spanish Translator and Interpreter

Ulka Sea Foods Pvt.Ltd.

June 2023 – July 2024

Mumbai, India

- Facilitated smooth communication between English-speaking and Spanish-speaking stakeholders by translating emails, phone calls, and other forms of written or verbal communication.
- Facilitated successful communication between international clients and local seafood vendors as a Spanish Interpreter at a seafood expo in Spain, resulting in the sale of a container of seafood.
- Provided on-site or remote interpretation services during meetings, negotiations, conferences, and presentations, facilitating effective communication between English-speaking staff and Spanish-speaking clients, suppliers, or partners.

Office Assistant Intern

Embassy of Panama

Jan 2023 – April 2023

New Delhi, India

- Provided comprehensive administrative support, performing typing and clerical duties including drafting official correspondence and memos.
- Actively participated in the planning and execution of embassy representational events, showcasing exceptional organizational and interpersonal skills.
- Demonstrated strong attention to detail in accurately scheduling meetings and managing travel arrangements for the ambassador, ensuring smooth and efficient diplomatic operations.
- Leveraged linguistic proficiency as a translator and interpreter, facilitating seamless communication between embassy officials and local Indian authorities, further strengthening bilateral relations.

Spanish Language Instructor

Langma School of Language

Nov 2022 – Jan 2023

New Delhi, India

- Instructed students up to A2 level in the Spanish language, employing interactive teaching methods to ensure effective comprehension and retention.
- Conducted and evaluated Spanish language examinations, providing constructive feedback to aid students' language progression.
- Organized and presented captivating workshops on Spanish culture and history, cultivating a deeper appreciation for the language among students beyond the standard curriculum.

Spanish Content Writing Intern

SpanishBolo

Aug 2022 – Nov 2022

New Delhi, India

- Created captivating articles in English and Spanish for the SpanishBolo Instagram Channel, demonstrating versatile writing skills and a strong grasp of both languages.
- Contributed to the channel's growth by developing engaging and targeted content, fostering increased audience engagement and expanding the platform's reach.

Languages Known

Spanish

English

German

Hindi

Marathi