



Andrea Manteca

PR, COMMS COORDINATOR

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Portfolio / 

EDUCATION

- MSc in Strategic Communication and Public Relations, University of Stirling (Escocia), Universidad Pompeu Fabra (joint degree), 2015/16
- Degree in Journalism, Universidad de Murcia (Spain), 2009/11
- Degree in Translation and Interpretation (French), Universidad de Murcia (Spain), 2005/09
- ERASMUS grant at Université Paris IV Sorbonne (France), 2006/07

LANGUAGES

- **English:** C1 – Certificate in Advanced English (CAE), University of Cambridge
- **French:** C1 – Translation degree (Fr). Experience in France & Luxembourg
- **German:** B1 – Goethe- Zertifikat Deutsch, Institut Goethe, 2009

TOOLS

- Social Media management platforms (Hootsuite, Social Bakers)
- Collaborative tools (Trello, Drive)
- Microsoft Office
- CSM (Wordpress)
- Canva

WORK EXPERIENCE

Plenitude (Madrid) 03/23 - 09/23

Spain & France Renewables Communication Coordinator
Communication plan for France & Spain, coordination with internal stakeholders, events coordination, Social Media & blog maintenance, influencers marketing, agencies coordination, reporting.

Kimia Group (Madrid) 01/20 - 03/23

PR & Content Coordinator
Communication strategy development, Social Media, events, press releases, articles, internal communication, CEO positioning.

Edelman (Madrid), 07/18 – 01/20

Account Executive
Influencers marketing, Social Media (calendars, reports, community management, strategy), international campaigns implement, events, internal communication.

Intelygenz (Madrid), 04/17 – 07/18

Content & Social Media Specialist
Communication strategy development, Social Media (content plan, calendars, community management, reporting), events, internal communication.

Telefónica (Madrid), 01/16 – 04/17

Editor
Corporate and technological articles drafting, events, interviews, editorial calendar collaboration.

TiVo (Luxembourg), 10/12 – 09/15

Content Editor
Cinema and audiovisual news drafting and editing, English/French > Spanish translations, proofreading, picture selection and editing, newsletters drafting.

Apreca (Paris, France), 10/11 - 05/12

European Program Assistant
Spanish > French translations and interpreting, organization of cultural activities, customer service, administrative tasks.