


PERSONAL INFORMATION

**Silvia Maria Ramos Martins**

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Sex Feminine | Date of birth 05/04/1970 | Nationality Portuguese

JOB APPLIED FOR
POSITION
PREFERRED JOB**Translator/Editor/Post-Editor
Translation**

WORK EXPERIENCE

(2015/2016)

Freelance Translator

Fine Translations, Jaba Translations, Montero Traduciones,
Transperfect, SDI Media, Sfera Studios, etc.

(1998/2015)

Part time translator

Particular Clients and Companies

(2014/2015)

English Teacher

Agrupamento de Escolas Padre João Coelho Cabanita
EB1 n° 4
Elementary School

(2013/2014)

English Teacher

Agrupamento de Escolas João de Deus
Escola EB1 da Penha
Elementary School

(2011/2013)

English Teacher

Câmara Municipal de Tavira
Escola EB1 da Estação
Escola Eb1 da Porta Nova
Escola EB1 de Santa Catarina
Escola Eb1 de Santo Estêvão
Elementary School

(2008/2010)

English, German and History Teacher

Teaching

Carpe Diem, Av. Heróis Da Pátria, Lote G/F, R/C 8005-103, FARO Portugal

Tutoring students

(2007/2008)

Hotel Receptionist

Front desk, booking rooms, check in, check out, tourist information

Hotel Santa Maria, Rua de Portugal, nº17, 8000 FARO Portugal

Hotel Industry

(2005/2007)

Secretary

Clerical and administrative support

Translator

Cacial - Cooperativa Agrícola De Citricultores Do Algarve Crl

Vale da Venda,

8000 Faro

Citrus Farmers Cooperative

(2003/2004)

Professional Coaching

Teaching German to Tourist Industry Technicians, Bar and Restaurant Students

Escola de Hotelaria e Turismo de Faro

Largo de São Francisco 8000-142 Faro

Teaching German to Secretaries

IEFP- Instituto do Emprego e Formação Profissional de Faro

(1999/2003)

English Teacher

Teaching English for Tourist Industry, Hotel Management and Management Degree Courses/

Universidade do Algarve, Escola Superior de Gestão Hotelaria e Turismo, Campus da Penha, 8005-

139 Faro Portugal / IEFP, Faro/ EHAL, Faro

(1997/1998)

English Teacher

Teaching English to 9th, 10th, 11th, 12 th Grade Students of

Escola Secundária de Nelas

Escola Secundária de Loulé

(1995/1997)

Translator and External Commercial Relations

English and German to Portuguese Translations, Exportations and Importations

Parêntesis, Engenharia de Software, Lda., Urb. Qt. Várzea Lt. I, 3º-D, 3000 Coimbra

Software Engineering

EDUCATION AND TRAINING

- (2015 - 2017) **Masters in Linguistic Science (applied to Translation)** Replace with EQF
(or other) level if
relevant
- Faculty of Human and Social Sciences
University of Algarve
- Language Sciences, Computational Linguistics, Methodology of Investigation in Language Sciences, Terminology, Proofreading, Translation Techniques and Theories
- (2011 - 2014) **B. A. Degree in Languages, Literatures and Cultures – Portuguese and Spanish Studies**
- Faculty of Human and Social Sciences
University of Algarve
- Introduction to Linguistics Science, Introduction to Literary Studies, Portuguese Culture, Oral Literature, Portuguese Literature I, Portuguese Literature II, Portuguese Literature III, Portuguese Literature IV, Portuguese Literature V, Grammar Analyses, Portuguese Linguistics I, Portuguese Linguistics II, Portuguese Linguistics III, Portuguese Linguistics IV, Portuguese Linguistics V, Spanish language I, Spanish language II, Spanish language III, Spanish language IV, Spanish language V, Spanish language VI, Spanish Grammar I, Spanish Grammar II, Spanish Linguistics, Spanish Literature I, Spanish Literature II, Spanish Literature III, Proverbs Idiomatic Expressions and Fixed Expressions, Galego language I, Galego language II, Brazilian Literature, African Literature, Creative Writing.
- Level V Graduation
- (2006 - 2007) **Professional Requalification in Marketing and Commercial Management**
- IEFP – Institute of Employment and Professional Coaching of Faro
- Marketing, Publicity, Commercial management, Accounting, Logistics, Quality Management,
- Level V
- (2002 - 2003) **Post-Graduation in Management for non-Specialists**
- University of Algarve, College of Management Hotel Business and Tourism
- Management, Financial Analysis, Human Resources, Marketing, Accounting, Business English, Entrepreneurship Elements, Taxation, Commercial and Financial Law, Economy
- Level VI
- (1990 - 1996) **B. A. Degree in Modern Languages and Literatures – English and German Studies**
- University of Coimbra – Faculty of Arts
- English I, II, III, IV, V, German I, II, III, IV, V, English Literature I, II, III, IV, German Literature I, II, III, IV, English Linguistics, German Linguistics, English Culture, German Culture, Literature's Theory, Translation Science, Education Techniques and Methodology, Didactics, Educational Psychology, Educational Theories

PERSONAL SKILLS

Mother tongue(s) Portuguese

Other language(s)	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C1	C2	C1	C1	C2
Degree in Modern Languages and Literatures – English and German Studies – Level V					
German	B1	B2	B1	B1	B2
Degree in Modern Languages and Literatures – English and German Studies – Level V					
Spanish	Enter level	Enter level	Enter level	Enter level	Enter level
Degree in Languages, Literatures and Cultures – Portuguese and Spanish Studies – Level V					
French	Enter level	Enter level	Enter level	Enter level	Enter level

Levels: A1/A2: Basic user - B1/B2: Independent user - C1/C2 Proficient user
[Common European Framework of Reference for Languages](#)

Communication skills

- good communication skills gained through my experience as English and German Teacher, Secretary and Hotel Receptionist
- good writing skills gained through my experience as English and German Teacher, Secretary and Hotel Receptionist

Organisational / managerial skills

- good organizational and managerial skills as Secretary

Job-related skills

- good command of CAT tools like Trados Studio 2015, Wordfast Pro 3.6, Spot 4.4,

Computer skills					SELF-ASSESSMENT
Office Suite	Adobe Acrobat Suite	Photo editing Software	Web Edition	Problem solving	
Proficient User	Independent User	Independent User	Independent User	Enter level	

- good command of office suite (word processor, spread sheet, presentation software)
- good command of photo editing software gained as an amateur photographer

Other skills

- embroidery, crochet, knitting

Driving licence Replace with driving licence category B

ADDITIONAL INFORMATION

I was Erasmus Student in the University of Salzburg in Austria in 1992/1993 for a year. There I have learnt to speak fluently in German. Moreover, I have learnt another cultures and I have put into perspective my cultural vision of the world. I have also learnt the values of tolerance and respect for different points of view and cultures.

I made friends there that are still my friends after 20 years.