RÉSUMÉ

# BrazBiz Ltda. - Tradutores

Our company, BrazBiz Ltda. consists of 2 freelance translators of English-Portuguese and Portuguese-English. We have **20 years experience in translating legal contracts including biddings and tender protocols, oil industry standards and specifications, environment and energy sector documents, IT, telecommunications and mobile communications documentation, HSE documents, computer software documentation and system specifications, financial, banking, medicine, clinic trials and general business documents** for large Brazilian and multinational companies in Brazil. We also translate publicity material, sport articles, texts for specialized magazines, and synopses, press books, online content and contracts for the film industry. During the last years, we worked for many international agencies in the world. During the last fourteen years we have also been translating news articles and press releases for a renowned international news agency in the USA.

### **Richard Berkenstat Place of Birth:** London, England

**Career:** Before settling in Brazil, 20 years ago, I had been with British Telecom for 18 years. I was a Systems Analyst on various large computer projects before switching to administration as Supplies Manager for the London area and later Office Services Manager at BT Headquarters.

**Key Skills:** Translation from Portuguese to English.

**Computer literate:** Word, Excel, PowerPoint,Outlook), Windows 10. Broadband Internet connection.

**Education:** LLB London School of Economics 1970.

# Julia Berkenstat Place of Birth: Rio de Janeiro, Brazil

**Career:** In the 20 years since I finished my university education I have worked as an Executive Bilingual Secretary to Presidents of various multinational companies where I dealt with legal, financial and administrative documents. At the same time, I started, 18 years ago, to do freelance translation jobs. Later I became Office Manager and Financial Controller for a large British company in Brazil.

**Key Skills:** Translation from English to Portuguese – First and Proficiency Certificates from Cambridge University and Proficiency Certificate from Michigan University. I specialise in translating press releases and financial documents from English to Portuguese, especially for the oil, engineering and film industries.

**Computer literate:** MS Office (Word, Excel, PowerPoint), Windows 10 and many other industry standard software packages. Broadband Internet connection.

**Education:** Degree in Economics from Bennett University (Rio de Janeiro).