

CURRICULUM VITAE

Elsa Gama

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P E R S O N A L I N F O R M A T I O N

Civil Status: Married
Date of birth: July 26th, 1969

E D U C A T I O N

Degree in Modern Languages and Literature, Portuguese/English (Lisbon, Portugal).
Diplomme de Langue Parlée (5^{ème} année) of Alliance Française de Lisbonne.

P R O F E S S I O N A L E X P E R I E N C E

Translator, FREELANCE

Since 1990

Translation/revision work for several national and international companies.
Technical translations of matters like management, telecommunications, enterprise policies, medicine, pharmaceutical, medical devices, economics, computers (hardware/software), PS1/PS2/PS3/PSP/Xbox/Wii/Nintendo games, automotive, marketing, travel among others.
Translation and subtitling of documentaries, promotional videos, movies, television series and cartoons to several companies in Portugal.
Creative translations of matters like games and marketing.
Translation/coordination of four projects for the implementation of UMTS telecommunications systems in Portugal. These projects involved, all together, around 1 million words.
Procurement/Marketing – search for new clients/translators, presentation and price negotiation and billing;
Project Management – small, medium, large scale projects, splitting with other translators when necessary, and deadline negotiation; agenda and time management to deliver on time;
Materials/Hardware/Software management and achievement – analyzing CAT tools, dictionaries and other materials necessary for a well done job;
Public Relations – physical/conference call meetings to introduce and follow up to build good relations with clients and translators;

Project Manager, VIVA Translations

During 2011

Managed several projects, from small projects of 100 words to bigger projects of 50k words in several languages. Had to manage a client portfolio with specific projects on my own Account and had to distribute the translation/editing of those projects among an external translators/editors database. In the end, there was a QA step done in-house.

Project Manager, TRADILUC**2008 - 2009**

Coordinated the bigger projects of the company and made the interface between the company and the external translators' team in those projects. These teams had around 30-35 translators.

Distributed work among the team of internal translators that had 6 translators.

Senior Translator/Editor, TRADILUC**2007 - 2009**

Translation/Editing of a varied range of documents on several matters.

**MA/PM/Translator-Editor-Proof-reader,
TRADUÇÕES OLIVER****1999 – 2002**

Reported directly to the Management.

Responsible for a group of translators and distribution of tasks within the internal (9 people) and external (around 10) translator teams.

Took care of part of the company's invoicing and Human Resources (CVs research, interviews to new future translators, training).

Official translator for B&O (Bang & Olufsen). Was responsible for the translation/revision/quality control of all the manuals for all the products (TV, sound systems, DVD's, Hi-Fi's, telephones) and marketing campaigns of the brand.

Translation/revision/proof-reading of several kinds of technical translations.

Helped with the organization of the Portuguese meeting for the Consortium the company belonged to.

Represented the company abroad in foreign clients.

Prepared *mailings* and the company profile and presented the company to national clients.

Translator, TRANSLATOR**1998 - 1999**

Did the standard translation work involved in a company.

**Translator/Proof-reader,
TRADUÇÕES OLIVER****1994 - 1998**

Technical translator/proof-reader on several matters, namely, computers and IT (all kinds of manuals, software, hardware, marketing), automotive (for the mechanic and user), pharmaceutical, medical devices, home appliances (hi-fi, TVs, radios, washing machines, etc.), consultancy reports, among others.

Software Localisation Specialist, ICI-BOSTON**During 1996**

Coordinator of the Portuguese department. Responsible for all the contacts with the Portuguese and Brazilian companies working with ICI, work distribution, tests of the interfaces translated by the Portuguese and Brazilian translators and revision of all the Portuguese work. Also did some translation work and training.

**Collaborator on the International Department of a Newspaper,
JORNAL EXPRESSO****1986 - 1988**

Translation of the news sent by the newspaper correspondents. Organization of the Department's photo archive being the responsible for it's updating and use.

L A N G U A G E S

- Portuguese – Mother tongue
- English - read, spoken, written (very good)
- Spanish - read, spoken (good), written (bad)
- French – read, spoken (medium), written (medium)

C O M P U T E R I N F O R M A T I O N

Knows all Office programs as well as Lotus Smart Suite.

Knows how to work with Page Maker and Frame Maker.

Knows how to work with subtitling tools.

Knows how to work with CAT tools (Studio, Trados, SDLX, XL8, WordFast, Foreign Desk, Pebbles, TransTool, TMs, Microsoft Helium, LockIt, Fluency...).