



AREAS OF EXPERTISE

Legal Documents
Advertising
Marketing

PERSONAL SKILLS

Proficient
Accurate
Fast
Creative
Consistent
On time &
On budget

PERSONAL DETAILS

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RÉSUMÉ

Patricia Reed

English<Portuguese Fulltime Freelance Translator working on legal and business translations.

- Delivered over 1,500 projects on time and performed well on short notice assignments
- Comprehensively trained

Experience

- Freelance Translator.
June, 2005 - Present. Over 700,000 words translated.

Law/Economy/Finance

- Financial statements
- Financial reports
- Legal contracts
- Articles of Association
- Purchase contracts
- By-laws

Marketing/Management/RH

- Marketing texts, brochures, articles, press-releases and website for **LELO**, a Swedish designer brand (2011-2012).
- Training courses description (Human Resources) (2006-present).
- Marketing articles for Directmarketing website (2001-2002).

Volunteering

- The **Art of Living Foundation**. Articles for website and book "Knowledge in a Nutshell" by Sri Sri Ravi Shankar

Arts

- Photojournalism: descriptions and subtitles for **World Press Photo** contest

- In-house translator at **Amerikas Traduções**.

June, 2003 - May, 2005 (senior).

January, 2002 - May, 2003 (junior).

Clients: **Dannemann, Veirano** (Law firms), **Shell, Chevron Texaco, Telemar, Sony Music, Coca-Cola, Petrobras** (oil and gas company), **Latinvest, GSK, Xerox, among others**.

- *Trainee* at **Amerikas Traduções**. March-December, 2001.
- Translator at **Latin American Feng Shui Society**. August, 2000 – June, 2001.
- Intern at **Escritório de Traduções Juramentadas George Reed** (Sworn Translations Office). February – July, 1998.

Academic Studies

- BA in Languages and Literature (Portuguese and English), **Federal University of Rio de Janeiro - UFRJ** (1996-2000).
- Post-Graduate Program in **EN<PT** Translation at **Pontifical Catholic University of Rio de Janeiro (PUC-Rio)** (March, 2009-January, 2010). Credit hours: **450**.
 - ✓ Research skills
 - ✓ Communication across cultures
 - ✓ News agency and literary translations
 - ✓ Hands-on training
 - ✓ Overcoming linguistic and sociocultural barriers
- **PT<EN** Translation Course at **PUC-Rio** (2011). Credit hours: **24**.
- **Daniel Brilhante de Brito** Translation Training Course (March-December, 2000). Course includes practical and theoretical modules on subjects such as literature, economy, culture, law and oil. Credit hours: **300**.

Experience Abroad

- English for foreigners and preparation for Cambridge First Certificate at *Hammersmith and West London College*, London, England. April-June, 1999.

Other Certificates

- Advanced English Course at IBEU – Brazil-United States Institute (1986 - 996).
- Computer Skills (Word, Excel) at IBPI – Instituto Brasileiro de Pesquisa em Informática (2000).
- Translation Workshop – Isa Mara Lando (2003).
- University of Cambridge – First Certificate in English, 1999.
- TRADOS (CAT-Translation tool), 2002.

