

Alessandra Will	<p>Phone numbers and address: +55 (41) 9602 9897 +55 (41) 3044 6029 Rua Waldomiro Antonio Dallarmi, 160 / casa 2 Santa Felicidade – Curitiba - PR</p> <p>Alessandra.will@terra.com.br</p>
<u>Personal Profile:</u>	<p>I'm a very pro-active, dynamic and multi-tasked person. Part of my personal profile are also responsibility, punctuality, a high sense of providing customers and colleagues with the best and highest degree of services and assistance, decision taking and leading skills, besides great interpersonal relation.</p>
<u>CURRENT POSITION:</u>	<p>Languages Traduções e Assessoria Linguística Translator and Interpreter (Self-employed) since February 2011</p> <p>Translator for the following pairs: English <> Brazilian Portuguese; German > BR Portuguese; German > English.</p> <p>Main translation projects related to the legal and medical areas but also in business, IT, marketing, automotive, aviation and educational fields; Review and proof-reading of documents; Assistance to companies in their language assessments for candidates (projects delivered for KraftFoods, Ambev/Inbev; Deloitte, VW, HSBC, PwC, among others); English, German and Portuguese (for foreigners) teaching to executive people of upper-intermediate to advanced levels; ESL tests preparation;</p> <p>Main projects in Translation:</p> <ul style="list-style-type: none"> - Toshiba TSH (translation of documentos related to the power energy field, bids and governmental documents) - Bematech (technical manuals, accounts payable and receivable software translation) - Andritz Brasil (simultaneous translation of training offered to company's employees, and business documents in general) - Wambier & Arruda Alvim Wambier Advogados (proofreading of Professor Neil Andrews', University of Cambridge, "The Modern Civil Process: Judicial and Alternative Forms of Conflict Resolution in England" (English into Portuguese); Christopher Kern's (Harvard University), "Perception, Performance and Politics" article and several judicial abstracts (English into Portuguese) - Wambier & Arruda Alvim Wambier Advogados: translation of the 2nd edition of "The Modern Civil Process:

	<p>Judicial and Alternative Forms of Conflict Resolution in England” (Eng/Por)</p> <ul style="list-style-type: none"> - Inbook Editora: translation of technical books. Books translated: <i>Top Lawyers</i> (specialized book about Law Firms and Attorneys), <i>Polo, Jet Setter, Indaiatuba Guide, Insurance</i> (Por/Eng) - Health Canada: several presentations on viruses, stem cells, new drugs and regulations (Eng/Por); - Ferrero do Brasil (marketing and sales reports and documents) - Battistella Holding – translation of commercial agreements (environmental and forest field) - Ccaps Translation & Localization - SAP AG – software translation and localization (German/Portuguese and English/Portuguese); - Subtitling of movies and documentaries (Eng/Por and vice-versa; Ger/Por) - Euroscript PT: several projects for companies like Carl Zeiss (eyeglasses and lenses), CRM Medical (medical instruments), Airbus, Eurocopter, Austrian Government and others. - Web-site translation for Montreal International Language Center (www.cilm.ca.qc) - Eng/Por. - BMW do Brasil (translation of their owner’s manual, operational manual, marketing manual) - Justen, Pereira, Oliveira e Talamini Advogados – translations of the book “Commentary on the UN Convention on the International Sale of Goods” (German/English into Portuguese) - G.A. Hauer Advogados – several translations of contracts, technical reports and other documents (also sworn translation) - Subtitling of several movies, sitcoms, institutional videos (software used: subtitle workshop) - Several other smaller projects such as academic articles, reports, business presentations, etc.
<u>CAT TOOLS:</u>	<p>Trados 2009 MemoQ (training) Subtitle Workshop</p>
<u>PROFESSIONAL BACKGROUND:</u>	<p>Berlitz Idiomas (unidade de Curitiba) Branch Manager 04/2007 thru 02/2011</p> <ul style="list-style-type: none"> ✓ Responsible for the general management of the local branch in Curitiba, PR, including financial, commercial and human resources matters; ✓ Responsible for new sales strategies, taking seasonality and local growth into consideration; ✓ Responsible for contacting new and old clients, in order to keep and grow financial targets; ✓ Responsible for controlling all administrative matters:

purchasing of goods, working hours of employees, payroll, financial reports, accounts receivable and payable.

- ✓ Responsible for the HR area, selecting, hiring and training employees (administrative staff and instructors), and developing a motivational project to avoid employees turnover.
- ✓ Responsible for evaluating clients' language level (in English, German and Portuguese), in order to understand their needs and expectations to offer them the best program.
- ✓ Re-evaluation of these clients after taking part of the course to understand their satisfaction level, make any necessary arrangements and re-instruct teachers, if necessary.
- ✓ Control and evaluation of any new products / material which could be offered to our clients;
- ✓ Evaluation of competitor market to keep trends;
- ✓ Visiting and following-up of current clients and prospects;
- ✓ Great ability in taking decisions, negotiating (with clients, employees and suppliers);

I had around 20 employees under my supervision.

Audi Distribuidora de Veículos Ltda.

Trilingual Secretary to the President
07/2005 thru 09/2006

Assistance to the President in all daily activities, such as his agenda, checking of emails, setting of meetings, trips (national and international ones) etc;

- ✓ Interface with employees in order to select subjects to be or not discussed with the President. Whenever possible I tried to solve internal problems.
- ✓ Responsible for all the board's meeting minutes (written in English);

- ✓ Elaboration of administrative, commercial and financial presentations to be used at the *Supervisory Board* meetings in Germany, compiling interdepartmental figures and information);

- ✓ Organization of motivational trips for employees and dealers (domestic and international trips, involving itinerary, hotels and tours).

- ✓ Assistance to other directors whenever necessary.
- ✓ Translation of all pertinent documents, agreements, reports.
- ✓

Cristallo Com. Internacional

Assistant to the Director
02/2002 a 03/2005

Assistance to the administrative and commercial directors in all related daily subjects, including control of agenda, phone calls, emails, correspondence, payable accounts as well as in some personal matters for their families;

- ✓ Controlling of import processes, checking necessary documents, steps and deadlines, interacting with international and domestic suppliers;
- ✓ Simultaneous translation during commercial meetings (from

	English and German into Portuguese and vice-versa) with customers and suppliers;
	✓ Translation of all international documents, contracts, minutes, manuals etc.
	✓ Office management, including purchasing, negotiation with suppliers, selecting and hiring of personnel, furniture purchasing and office remodelling;
	✓ Organization of events (holidays, special promotions, motivational).
	✓
	Berlitz Centro de Idiomas (SP) Language Instructor (English, German and Portuguese) 05/2000 thru 10/2001 (Berrini – SP) 02/2002 thru 10/2004 (Alphaville – SP)
	Responsible for teaching English, German and Portuguese to executive students (private and groups) as well as kids and teens in both units, from basic to proficiency levels.
	During this time I had the chance to replace the pedagogical coordinator during his vacation, being responsible for arranging class schedule, interviewing prospect students, coaching current students, helping them out to put their best efforts in studying the right way in order to achieve their own personal and professional goals concerning the language.
	“Idioma” Escola de Línguas Owner 1996 thru 2000
	<ul style="list-style-type: none"> ✓ Responsible for the general management of this language school, including financial, sales, administrative and marketing subjects; ✓ Selection, hiring and training of employees; ✓ Development of the franchised system, in order to sell franchised units of this brand; ✓ Opening of the first franchised unit.
	Regino Import Importação e Distribuição de Veículos (BMW, Ferrari, Rolls Royce representatives) Assistant to the Commercial Director (1990 thru 1993) Promoted to Import Department Jr. Manager 1993 thru 1996
	<ul style="list-style-type: none"> ✓ Responsible for the coordination of import processes of vehicles, spare parts and accessories coming from Germany, Italy and England; ✓ Direct contact with factories (in Germany, Italy, England and USA), in order to keep perfect flow of information, controlling orders, check lists, and special requests; ✓ Coordination of temporary import of special BMW vehicles (art cars) for an Exposition at MASP, in São Paulo. This

<u>Educational Background:</u>	project included a trip to Munich, and the whole domestic control and coordination of security, handling, light exposure subjects, considering the cars are pieces of art; ✓ Direct contact with diplomats and consuls for vehicle import, since they must do it directly to the factory. ✓ Six employees under my personal supervision, as well as suppliers and third companies.
	Postgraduate in English Translation
	Universidade Gama Filho
	2010
	Graduated in Economics
	Universidade Anhembi Morumbi (SP)
	1997
	Bachelor in Business Administration (Foreign Trade specialization)
	Universidade Anhembi Morumbi
	1994
<u>Languages:</u>	
	Regular and High School at Colégio Humboldt (German School in São Paulo)
	Fluent in English and German