

MARCIA LYRA NASCIMENTO EGG

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A retired civil servant of the Brazilian Federal Public Administration, in both Judicial and Legislative systems, with 33 years of experience in various roles such as a stenographer, reviewing officer, transcriber, assistant to the Secretary-General of Senate Board, coordinator and tutor of long-distance courses, 7 years of administrative experience in the private sector; as well as 18 years as freelance translator from English, German and French into Portuguese.

PROFESSIONAL EXPERIENCE

1993 to date
Brasília, Brazil

Freelance Translator, Proofreader and Transcriber

Role: Translation, proofreading and transcribing services from German, English and French to Brazilian Portuguese language.

Clients: German Embassy – Brasilia, Brazil (since 1998)
Austrian Embassy – Brasilia, Brazil (since 2008)
English and Portuguese (EAP) - Essex, UK (since 2011)
Sternkopf Communications - Flöha, Germany (since 2011)
MeinSchreibservice – Cape Town, South Africa (since 2012)

2010 – 2011
Brasília, Brazil

Brazilian Federal Senate – Brazilian Legislative Institute (ILB)

Role: Coordinator of long distance courses sponsored by the Institute, and tutor on Portuguese language.

Main Responsibilities: Online courses and forums administration and mediation.

1999 – 2010
Brasília, Brazil

Brazilian Federal Senate – General Secretariat of the Senate Board

Role: Assistant to the Secretary-General

Main Responsibilities: Preparation and revision of official documents issued by the Board for the follow-up of Legislative processes and procedures. Secretary of the Senate Ethics Committee, Parliamentary Joint Committee on Intelligence, and Parliamentary Committee on Media and Communication.

1987 – 1999
Brasília, Brazil

Brazilian Federal Senate – Stenography Department

Role: Parliamentary Stenographer and Reviewing Officer

Main Responsibilities: Proofreading, editing and reviewing of shorthand notes of parliamentary proceedings, speeches, discussions and voting process during Upper House Plenary and Committees sessions and other meetings.

1978 – 1987
Brasília, Brazil

Federal Court of Appeals – Stenography Department

Role: Court Stenographer and Reviewing Officer

Main Responsibilities: Proofreading, editing and reviewing of shorthand notes of legal proceedings in Court sessions.

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1971 – 1978
Brasília, Brazil

Brazilian Confederation of Industry – Administrative Department

Role: Administrative Assistant

Main Responsibilities: Coordination and management of the Administrative Department of President's Office, including personal department, procurement, and other administrative-related activities.

EDUCATIONAL BACKGROUND

June 2010 – Dec 2011 **Post-Graduation in English-Portuguese/Portuguese-English Translation** (<http://www.posugf.com.br/cursos/home.php>)
Gama Filho University - Brasília, Brazil

1970 - 1974 **Bachelor Degree - Business Administration**
University of Brasilia - Brasília, Brazil

SUBTITLING

Certificate of Completion of the Special Intensive Translation Course in Film Subtitling
2011 – Pontifícia Universidade Católica – Rio de Janeiro, Brazil (42 hours)

LANGUAGES

ENGLISH - Advanced level in oral, reading, writing and listening skills

- English Literature and Conversation - Special English Course
2003 to date - Sara Walker Institute – Brasília, Brazil

- English Diploma
1997-2003 - Sociedade Brasileira de Cultura Inglesa – Brasília, Brazil

- Lower Certificate in English (University of Cambridge Certificate)
1965-1969 - Sociedade Brasileira de Cultura Inglesa – Brasília, Brazil

GERMAN – Advanced level in oral, reading, writing and listening skills

- Kleines Deutsches Sprachdiplom - KDS (Proficiency Diploma)
2004 – Goethe Institut – São Paulo, Brazil

- Two-month scholarship in Goethe Institut
1992 - Göttingen, Germany

- Zentrale Mittelstufenprüfung (Intermediate Diploma)
1991 - Goethe Institut – Brasília, Brazil

- Zertifikat Deutsch als Fremdsprache (Basic Diploma)
1989 - Goethe Institut – Brasília, Brazil

FRENCH – Advanced level in oral, reading, writing and listening skills

- Certificat pratique de langue française
1964–1971 - Alliance Française – Brasília, Brazil

PAST TRANSLATION EXPERIENCE

- **German Embassy in Brazil**

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1998 – to date

Articles, speeches, correspondence and interviews for insertion in official homepage from German into Portuguese.

- **Austrian Embassy in Brazil**

2008 – to date

Articles, speeches and administrative documents from German and English into Portuguese.

- **GTZ – German Society for Technical Cooperation in Brazil**

2008

“Manual de Conscientização, Prevenção e Enfrentamento das Situações de Risco e Ameaça no Brasil” (“*Manual for Awareness, Prevention and Management of Risk Situations and Threats in Brazil*”)

- **GTZ – German Society for Technical Cooperation in Brazil**

2007

“*Capacity Works Manual*” for GTZ projects.

- **International Relations Research Institute (Brazilian Foreign Affairs Department)**

1995

Various articles in the book titled “Brasil e Alemanha – A Construção do Futuro”, organized by L. A. Moniz Bandeira and Samuel Pinheiro Guimarães.

- **International Association of Langsdorff’s Studies and Editora Fiocruz**

1994-1998

Translation of the Georg Heinrich von Langsdorff’s Diaries – Volumes I, II and III.

ADDITIONAL ACTIVITIES

- **Participation in the Examination Board** of three Public Service Entry Tests – Evaluation of candidates’ use of the Portuguese language.
Federal Court of Appeals
1985-1986
Brasília, Brazil

PERSONAL REFERENCE

Theo Harden

Professor Emeritus at University College Dublin

Professor at University of Brasília – UnB

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