Curriculum Vitae

**Simone Cristina Silvestrin**

Translator English<>Portuguese\_Br

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Academic Degree

Graduation: Bilingual Executive Secretary (English/Portuguese), Bachelor

Professional Experience

* 1991 – Ford/Auto-Latina (Ford and Volkswagen Association for Business in Latin America), Department of Marketing; Internship as Secretary.
* 1991/1993 - Nativa Exp. Imp. Ltda., Assistant to Director and Sales Management; internal market research and products prospection, product research abroad; translation of promotional material and manuals.
* 1993/1994 - English teacher at Spell Languages; English for teens and adults.
* 1994/1995 - Control S/A Industry and Trade; Import Assistant, Interpreter in negotiations, drafting of documents in English/Portuguese and inventory control.
* 1995/1996 - Arthur Andersen of Brazil (Auditing); Executive Secretary.
* 1996/1998 - Nativa Coml. Tech. Ltda.; Supervisor at Sales and Service.
* 1998/1999 - Bali Moon Clothing, Sales and Import Coordination, Hawaii, USA.
* 1999/2002 - Spaghettini Restaurant, Team Coordinator and customer service, Hawaii,USA.
* 2002/2003 - King's Cross School of Languages, English Teacher in companies for management and executive positions; RTS School of Languages, English Teacher for adults.
* 2003/2005 - Nativa Coml. Tech. Ltda.; Supervisor at Sales and Service.
* 2007/2008 – Opcao Company (Microlins); English Teacher for teenagers and young adults.
* 2011 – UNS Idiomas; English Teacher for teenagers and young adults.
* 2011/2012 - Top in Brazil Com. Imp. Exp. Ltda.; translation of presentations, manuals, guidelines for the installation of environmental friendly industries such as light bulbs, wind energy industry, waste recycling and green energy production, safety materials for the Military Police, etc.; Interpreter in negotiations.
* 2011/2013 – A. C. Camargo Cancer Center; Amor à Vida patients supporting group (Loving Life); Holistic Therapist, Circle Dance Focaliser, Lecturer
* 2011/2013 – Omnisciência Bookstore for Peace; Circle Dance Focaliser
* 2005/2013 - Holistic Therapist; Individual Assistance, Courses and Lectures, Focaliser in Circle Dances, Storytelling.
* 2012/2013 - Lumina Eventos; Bilingual Assistant for medical events for VIP room and support the coordination of the event.
* 2012/2013 - Translation of presentations, manuals, guidelines for the installation of environmental friendly industries such as light bulbs, wind energy industry, waste recycling and green energy production, IT, Web localisation; Interpreter in negotiations.
* 2013 – UNIFESP –Specialization in Mental Health and Psychiatric Nursing; Complementary Therapies Teacher.
* 2013 – ProZ Member.

Additional Information

* 1987 - Degree in English Language, FISK School.
* 1991 - Bachelor as Executive Bilingual Secretary Port/Eng, Anhembi Morumbi University.
* 1992 - TOEIC
* 1998-2002 - USA resident.
* 2004 - Graduation Bach Flower Remedies, Brazilian Floral Remedies
* 2010 - Post-Graduation in Vibrational Holistic Therapy, Estacio Uni-Radial University.
* 2011 – Qualification in Circle Dancing in Childhood; Semeiadança.
* 2011 - Qualification in Sacred Dances of the World (folkloric and sacred); Circle Dances, UMAPAZ (Open University for the Environment and Peace Culture).
* 2010/2013 - Circle Dances (folkloric and sacred) for Universal Peace, UMAPAZ.
* 2012-2013 - Qualification in Circle Dances of the World (folkloric and sacred), Semeiadança.

Comment

Experience: over 20 years translating.

Translation and teaching have always been part of my life. In all the studies I´ve participated these two qualities were always present.

I graduated at Fisk School in 1987 and have experience of 4 years spent in America where I improved my spoken communication and American culture. I lived in Hawaii where I found a daily opportunity to contact many types of spoken English.

I have great experience translating documents, letters and manuals. I´ve also worked with subtitling too.

Literal, Interpretative and Investigative Translation.

I started translating in 1988. At that time I used to translate academic texts. Then I started to teach English. Every job I had English was a primary request, either to elaborate business papers, letters, emails, quotes, sales, research, marketing papers, flyers and so on.

Last company I worked I did the translation and proofreading of presentations, manuals, guidelines for the installation of environmental friendly industries. Then I started work in other kind of jobs as a freelance translator.  Website localisation. Short documents in general. Books and flyers. Marketing presentations. Product presentations. Research. And so on.

Please find complete profile on Linked In or ProZ.com and on Resume attached.

References and work performed upon request.

Please find complete profile on Linked In or ProZ.com.

Thank you!

São Paulo, January 29, 2014.