

CURRICULUM VITAE

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EDUCATION

- French School (Lycée Français Charles Lepierre) in Lisbon until Year 11.
- Year 12 (in Humanities area) at the Escola Pré-Universitária Autónoma in Lisbon.
- Translation and Interpreting course at ISLA (Instituto Superior de Línguas e Administração) successfully completed in 1991.
- Tourism course at INP (Instituto Superior Novas Profissões) successfully completed in 1991.

WORK EXPERIENCE

Raiser Translator from 1992 until 2000.

From 2000 Freelance translator from 2000 to date, working directly for clients and for several translation agencies (in Portugal and abroad).

Languages Translated: Spanish / French / English / Portuguese

Translation sectors:

Technical translation in: mechanics (several well-known brands in the motor vehicle industry), industrial areas (railway signal command and interlocking system, power plant water treatment system, underground transport system), communications (telephone systems, aeriels, fibre optic, etc.), computing (hardware and software, technical and user manuals), marketing, advertising, training (training manuals in mechanics, customer service, sales, quality control, etc.), user manuals (household appliances, audio and video systems, electronic equipment), contracts and legal documents for firms of solicitors and private clients.

Some recent projects:

A large number of technical/commercial brochures, leaflets and manuals for two large European motor vehicle manufacturers (brochures for new vehicle launches, marketing information for dealerships, technical specifications, training).

Technical workshop manuals (repair/inspection) for two motor vehicle manufacturers.

Technical and marketing documents for aircraft manufacturers, as well as for other industrial areas, such as technical specifications for a railway signal command and interlocking system, technical manual for a large utility power plant water treatment system, technical specifications for an underground transport system.

Installation, operation and maintenance manuals for a hot wheel and brake detection system for a railway system, using infrared sensors and a computer controlled radio interface.

Several technical catalogues for microwave and fibre optic communication equipment for a European manufacturer.

PowerPoint presentations for technical and commercial training for IT specialists.

A large number of user manuals for domestic and commercial climate control systems.

A large number of user manuals for different types of domestic appliances/audio and video systems.

A variety of manuals and documents on quality control and productivity improvements for a battery manufacturer.

Several bids in public calls to tender for a large supplier of IT equipment and services.

A range of internal documentation related to the reorganisation of a large multinational company, including reorganisation plans, internal communications from the CEO to company employees, accounting documents to be shown to banks and creditors, PowerPoint presentations showing plans for quality improvements and training in new technology and systems to improve productivity.

Translation of training programs (E-learning Human Resources and marketing) given to Spanish groups from the insurance/banking sectors.

Translation of training programs (E-learning Human Resources/Selling activities) given to a German group from the retail branch (food products).

Translation of catalogues for a well known company which sells office products.

Translation of contracts and management/accounts reports for several firms of solicitors and private clients (banks and insurance firms).

Translation of diverse legal documentation for courts.

Translation of various leaflets for a cosmetic branch.

Teresa Vaz