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| EuropassCurriculum Vitae |  |
| Personal information |  |
| Surname / First Names  | Guise, Telmo Carlos Alves |
| Address | Urbanização do Salgueiral, Lote 97, Bloco 1, 1º Esq.4810-118 Creixomil, Guimarães |
| Telephones | +351916808098 or +351969350458 |  |
| E-mail | telmo.carlos.pt@gmail.com |
| Nationality | Portuguese |
| Gender | Male |
|  |  |
| Desired employment / Occupational field | Translator  |
|  |  |
| Work experience |  |
|  |  |
| Dates | 2011 |
| Occupation or position held | **Electronics Engineer** |
| Main activities and responsibilities | Responsible for product optimization, injection / CNC machines maintenance, corporate managing  |
| Name and address of employer | Bolflex (Felgueiras, Portugal) |
|  |  |
| Dates | 2006 – in progress |
| Occupation or position held | **Professional freelance translator** |
| Main activities and responsibilities | Translation of technical documents (language pairs EN-PT and PT-EN)  |
| Name and address of employer | Freelance / experienced in Trados Studio, MemoQ, Across |
|  |  |
| Dates | 1999 – in progress |
| Occupation or position held | **Professor of English (Cambridge Certificate of Proficiency)** |
| Main activities and responsibilities | Private/ public English teaching and tutoring |
| Name and address of employer | Self-employed |
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|  |  |
| Education and training |  |
|  |  |
| Dates | 2004 - 2009 |
| Title of qualification awarded | **Degree in Industrial Electronics and Computer Engineering** |
| Principal subjects/occupational skills  | Power Electronics and Automation, Renewable Energy, Computer/ Information Technologies |
| Name and type of organisation  | Universidade do Minho |
| Degree achieved | Bachelor’s Degree |
|  |  |
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|  |  |
| Personal skills and competences |  |
|  |  |
| Mother tongue(s) | English |
|  |  |
| Other language(s) |  |
| Self-assessment |  | Understanding | Speaking | Writing |
| European level (\*) |  | Listening | Reading | Spoken interaction | Spoken production |  |
| Portuguese |  | C2 | Highly experienced | C2 | Highly experienced | C2 | Highly experienced | C2 | Highly experienced | C2 | Highly experienced |
| French |  | B1 | Independent | B2 | Highly independent | B1 | Independent | B1 | Independent | B1 | Independent |
| Spanish |  | B2 | Highly independent | B2 | Highly independent | B1 | Independent | B1 | Independent | B2 | Highly independent |
| German |  | A1 | Learning phase | A1 | Learning phase | A1 | Learning phase | A1 | Learning phase | A1 | Learning phase |
|  | (\*) [Common European Framework of Reference for Languages](http://europass.cedefop.europa.eu/LanguageSelfAssessmentGrid/en) |
| **Technical skills and competences** | Specialized in renewable energies and environmental protectionSpecialized in power electronicsSpecialized in silicon micro-technologySpecialized in computer hardware components (desktop and server)Studies in robotics and automation technologyStudies in computer networkingStudies in industrial communications protocols (RS232, TCP/IP, Profibus)Studies in electrical installations projectsStudies in LinuxStudies in Six-Sigma/ Lean manufacturing |
|  |  |
| **Computer skills and competences** | Microsoft Word / Excel / Access / Project / Visual Basic / Visual C++SDL Trados Studio 2011Kilgray MemoQAcross for freelance translators  |
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