

Translator and Interpreter

PERSONAL SUMMARY

A dynamic, reliable and skilled translator and interpreter. Dependable regarding deadlines, adaptable to changes, attentive to cultural singularities and most importantly, always focused on delivering impeccable translations along with outstanding customer service. Resided for over 5 years in the United States, both working and studying.

WORK EXPERIENCE

TRANSLATOR AND INTERPRETER

2006 - Present: Providing freelance work for translation agencies from several parts of the world. Conversion of numerous articles and documents both from Portuguese into English and from English into Portuguese, ensuring accurate, top quality service and always conveying the intended message as clearly as possible.

COMERCIAL MANAGER - Morieli Festas, Belo Horizonte, Brasil

2010 - 2012: Management of sales team, marketing campaigns and supervising negotiations with suppliers.

KEY SKILLS AND COMPETENCIES

- Services provided to: Apple, Adidas, Kellogg's, Gillette, Epson and Global Corporate Challenge
- Over 15 years of ESL related studies/work
- Proficient user of Trados
- Detail oriented
- Able to prioritize work and to handle tight deadlines
- Strong business background

EDUCATION AND CERTIFICATES

- Subtitling Techniques
Gemeni Media - June, 2012
- Undergraduate Business Administration
Pontifícia Universidade Católica Minas Gerais - 2010 - Present
- TOEFL Proficiency Test
Overall Score 111 (Maximum Test Score 120)

REFERENCES

- Karen Hodgson - TranslationZ - **Global Corporate Challenge**
karen@translationz.com.au
- Alfredo González - Argon Translations - **Gillette**
contacto@argontranslations.mx
- Marcela Batista - **Morieli Festas**
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