

Curriculum Vitae



Personal information

Surname(s) / First name(s)	Godinho, Beatriz
Address(es)	Rua de Itália, n.º6, 4.º Dtº., 2605-224 Belas, Portugal
Telephone(s)	Mobile: (351) 966 133 943
E-mail	beatrizgodinho@netcabo.pt beatrizcgodinho@gmail.com
Nationality	Portuguese
Date of birth	5 August 1974

Work experience

Dates	From November 2012 to present
Occupation or position held	Freelance translator/reviser (French, English, Spanish)
Main activities and responsibilities	Technical translations/revisions in the fields of Legal Documents (Contracts, Patents), IT, Automotive, Games, Cosmetics.
Name of employer	Translated.net (Italy)
Type of business or sector	Translation agency
Dates	From January 2013 to present
Occupation or position held	Freelance translator (French, English, Spanish)
Main activities and responsibilities	Technical translations in the fields of Contracts, Automotive.
Name of employer	Inpokuliz Traduções
Type of business or sector	Translation agency
Dates	From September 2009 to present
Occupation or position held	Freelance translator (French and English)
Main activities and responsibilities	Technical translations in the fields of Leasing and Fleet Management
Name of employer	Arval
Type of business or sector	Leasing and Fleet Management Company
Dates	From June 2009 to present
Occupation or position held	Freelance translator (French and English)
Main activities and responsibilities	Technical translations in the fields of Civil Engineering
Name of employer	EACE – Engºs Associados, Lda.
Type of business or sector	Civil Engineering
Dates	From June 2004 to January 2009
Occupation or position held	In-house translator
Main activities and responsibilities	Technical translations/editing in the fields of Mechanical Engineering, Automotive Industry (Renault, Dacia, Ixell, Nissan, Volvo Trucks, Mini, Steyr-Daimler-Puch, Citroën, Peugeot, Claas, Toyota), Automotive Repair and Maintenance Manuals, Training, Marketing, Merchandising, Quality Standards; Law, Welding, Watchmaking Industry (Gucci), among others.
Name of employer	Star – Serviços Linguísticos, Lda.
Type of business or sector	Translation agency
Dates	From June 2001 to March 2004

Occupation or position held	In-house translator
Main activities and responsibilities	Technical translations/editing in the fields of Mechanical Engineering, Automotive Industry (Citröen, Opel, Mitsubishi Motors, Irmscher), Automotive Repair and Maintenance Manuals, Training, Marketing, Merchandising, Sales; IT (Siemens, NEC, Unisys), Tobacco Process Machinery (Tabaqueira), Industries (EID, Rehau), Pharmaceuticals (Pfizer), among others.
Name of employer	VIP - Gabinete de Traduções Técnicas, Lda
Type of business or sector	Translation agency
Dates	From February 2004 to present
Occupation or position held	Freelance translator
Main activities and responsibilities	Technical translations/editing in the fields of Law (contracts, minutes, agreements, testaments, insurance policies and other legal documentation), Automotive Industry (Peugeot, Volvo, Renault F1, Mister Auto, Sandvik), HR (PML, Randstad, Merk, Ernst&Young), Pharmaceuticals (Pfizer, LCA Pharma), Tourism (Mercure, Accor Hotels, Barceló Hotels and Resorts, TUI Travel, IATA), Software (Microsoft), Marketing, Clothing (Du Pareil au Même, BabyBjörn) Retail (Ikea, Staples), Software Localization (Microsoft), Industrial Engineering (Capital Safety), Power Production (EDP Renováveis), IT (Google, HP, Apple, Texas Instruments, Eriksson, BASF), Foods, (Artiach, Milupa, Kraft Foods, Quaker, Danone, Ovomaltine), Real Estate (Boston Mayflower), Cosmetics (L'Oréal, Roger&Gallet, Aquitaine), Healthcare Equipment (Tena, Lumea), Paper Industry (SCA Tork), Medical Equipment (Diaverum), among others.
Name of employer	Viva Translations
Type of business or sector	Translation agency
Dates	From January 2004 to present
Occupation or position held	Freelance translator
Main activities and responsibilities	Technical translations in the fields of Law, Automotive Industry (Honda, Mercury), and IT (Ricoh).
Name of employer	A2 – Always Two
Type of business or sector	Translation agency
Dates	From February 2003 to present
Occupation or position held	Freelance translator
Main activities and responsibilities	Technical translations in the fields of Construction and Real Estate.
Name of employer	Temple
Type of business or sector	Real estate promotion company
Dates	From April 2002 to present
Occupation or position held	Freelance translator
Main activities and responsibilities	Technical translations in the fields of Law, Automotive Industry and Software.
Name of employer	Traducta
Type of business or sector	Translation agency
Dates	From October 2001 to present
Occupation or position held	Freelance translator
Main activities and responsibilities	Technical translations in the fields of Law, and Fashion Industry (Moda Lisboa).
Name of employer	EVS
Type of business or sector	Translation agency
Dates	From November 1998 to June 2001
Occupation or position held	In-house translator/Software localiser

Main activities and responsibilities	Technical translations/localization/editing in the fields of Software/hardware (Bowne Spain, Microsoft Portugal, Simultrans, Acer, Eastman Software, Alpnet), Printers (Canon Copicanola, Epson), IT (Ericsson, Motorola, Bosch), Management Software (Baan Erp, SAP), Sound/Video Systems (Sony), Financial Software (Navision Financials), HR, Medical Equipment (Medtronic), Industrial Equipment (Fluke Ibérica), Sykes, McCann Erikson, Automotive Industry (Chrysler), Wideyes, Translators International.				
Name of employer	HCR				
Type of business or sector	Translation agency				
Dates	From April 1998 to October 1998				
Occupation or position held	In-house translator				
Main activities and responsibilities	Technical translations/localization/editing in the fields of Software/hardware (Bowne Spain, Microsoft Portugal, IBM), Medical Equipment (Medtronic), Mendez, Industry (TetraPak).				
Name of employer	Lernout & Hauspie				
Type of business or sector	Translation agency				
Dates	From 1998 to present				
Occupation or position held	Freelance translator				
Main activities and responsibilities	Technical translations in the fields of HR				
Name of employer	APG – Portuguese Association of People Management				
Type of business or sector	HR Association				
Education and training					
Dates	From September 1993 to June 1997				
Title of qualification awarded	Graduate Title in Translation				
Name and type of organisation providing education and training	Instituto Superior de Línguas e Administração (Higher Institute of Languages and Administration)				
Dates	April 1997				
Title of qualification awarded	Legal translation intensive course				
Name and type of organisation providing education and training	Thames Valley University - London				
Dates	From September 1992 to June 1993				
Title of qualification awarded	5 th grade in English				
Name and type of organisation providing education and training	Cambridge School				
Personal skills and competences					
Mother tongue(s)	Portuguese				
Other language(s)					
Self-assessment	Understanding		Speaking		Writing
European level (*)	Listening	Reading	Spoken interaction	Spoken production	
English	Very Good	Very Good	Very Good	Very Good	Very Good
French	Very Good	Very Good	Good	Good	Very Good
Spanish	Good	Good	Intermediate	Intermediate	Elementary
(*) Common European Framework of Reference for Languages					
Social skills and competences	Team work Methodology Proactiveness				

Organisational skills and competences	<p>Organisation capacity; Quantity and quality Goal-oriented work</p>
Computer skills and competences	<p>Experienced Internet user; Proficient user of CAT Tools: Transit Next/TermStar/WebTerm Trados 2007/ Trados Studio 2011 Wordfast 3.1 MemoQ 6.2 Idiom Translation Manager 2.1.3 – IBM Proficient user of Localization tools: Microsoft Helium 6.1 Microsoft Localization Studio 4.80 Passolo Essential 2011</p>