

# Rodrigo Lima

## TRANSLATOR / INTERPRETER

### BACKGROUND INFORMATION

I have over 11 years' experience as an English – Portuguese translator.

In 2021, I worked as an interpreter, also with those languages, and from 2022 to 2023, I was a translation project coordinator for a company specialised in financial/accounting translations.

Additionally, I have worked for 10 years as an English teacher, in schools such as Cultura Inglesa, CNA Idiomas and Instituto Mindset.

### SKILLS AND ABILITIES

- Native Brazilian Portuguese speaker;
- C2 English level (CPE 2015);
- B1 French level;
- Highly skilled in MS Word;
- CAT tools skills: Trados, Wordfast and MateCat.
- Member of the ATA (*American Translator's Association*).

### CONTACT INFORMATION

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### CAREER SUMMARY

#### Translator (EN-PT)

*Self-employed | June 2011 - present*

- Translation and proofreading of documents, mainly those related to medical/pharmaceutical (clinical trials, investigator's brochures, ICFs, patients' medical records, etc), and educational areas (diplomas, certificates, school transcripts, etc).
- Clients include Amazon, Science Translations, Translated.com, Language Scientific, among others.

#### Translation Project Coordinator

*Assurance Traduções Contábeis | May 2022 - present*

Manage the full cycle of translations requested by clients, including:

- Preliminary check and evaluation of the document type and subject before contacting translators to find the best match for each job.
- Estimate deadlines for the translation and proofreading of documents.
- Prepare files, as well as models, glossaries and translation memories to be sent to the assigned translator.
- Organize and update translation memories.
- Adjust formatting and/or changes in the translated file to be sent back to the client.

#### OTP Interpreter (EN-PT)

*Teleperformance | September 2021 - May 2022*

- Assist limited English proficient individuals to communicate with native English speakers, over the phone.
- Facilitate communication in medical appointments, customer service calls from banks, card operators and insurance companies, calls related to services such as electricity, internet, water, among others.

### ACADEMIC BACKGROUND

#### Universidade São Judas Tadeu (USJT)

*BA in Translation and Interpretation*

2009 to 2012

#### Pontifícia Universidade Católica de São Paulo (PUC-SP)

*Associate Degree in English Language Interpretation*

Course interrupted in 2014.