

# Juliana R. G. Costa

## LANGUAGE SERVICES

### DESCRIPTION

Over 15 year-experience working as a translator, proofreader and transcriber, contributing for the creation of standards and good practices for texts of varied areas, such as law, economics and marketing. Focused on professional growth based on linguistic data analysis for Natural Languages Programming (NLP). Experienced working with Office, MemoQ, Wordfast, Trados and practical knowledge of Python 3.10+, NLTK libraries and SpaCy.

### CONTACT

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Vila Buarque, São Paulo - Brazil  
LinkedIn: [Juliana R. G. Costa](#)

### RECENT EXPERIENCE

#### Translator and Proofreader

PP&C Auditores Independentes S.S. | 2017 - 2022

- Proofreading, text formatting and preparation for CAT Tools.
- Conference interpreter to and from English and Brazilian Portuguese.
- Training for over 30 subscribers on the following subjects: Office packages, basic design and Brazilian Portuguese grammar.
- Admission interviews and test assessments of English knowledge based on CEFR Standard (Common European Framework of Reference for Languages).
- Team management of 3 other professionals.
- Standardizing data bases for machine translation: Translation Memories (TMs), Translation Base (TBs), Bilingual Glossaries, term extraction and tagging.

### CERTIFICATES

#### LANGUAGES

CPE C2 - Dec. 2011 - Grade B  
DELF B2 - Jul. 2021 - Finale 77,50

#### Tradutora Freelancer

2010 - 2022

- Exam translations, subtitling, minuting and transcriptions of videos and text proofreading.
- Compliance to ISO 17100:2015 standards.

### ACADEMIC BACKGROUND

#### UNIFESP - (2022-2024)

MA Brazilian Literature

#### ASSOCIAÇÃO ALUMNI - (2015-2016)

Professional Training for translators and conference interpreters

#### USP - (2005-2010)

BA Languages and Literature  
Major Portuguese - Minor German

### FURTHER EDUCATION

#### EXTENSION COURSES

2022 - Google Data Analytics (Coursera)  
2022 - Python for Data Analysis (EBAC)  
2021 - Python for NLP (ICMC-USP)  
2016 - Translation Historiography (FFLCH-USP)  
2014 - Subtitling (FFLCH-USP)  
2014 - Translation Theories (FFLCH-USP)

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### PAST EXPERIENCE

#### **Bilingual Secretary**

EY (Ernst & Young) Auditores Independentes S.S. | 2013

- Scheduling meetings, ensuring conference rooms were available and prepared for use.
- Assessing meetings concerning technical equipment and connectivity.
- Design and proofreading reports in PB and EN.

#### **Bilingual Secretary - BI Assistant**

NIKON DO BRASIL LTDA. | 2011 - 2013

As Bilingual Secretary

- Inputting invoices in SAP system.
- Scheduling and arranging meeting rooms and ensuring connectivity and technical equipments were in order.
- Scheduling and arranging trips (Brazil and abroad).
- Receiving clients and vendors.

As BI Assistant

- Fill-out benchmark information and comparing price ranges of products and brands.
- Meetings with GfK to receive BI strategies and transmit them to the team.
- Proofreading PB and EN technical manuals for electronics.
- Translating and proofreading marketing materials, press releases, surveys etc.