



JOSÉ MANUEL FONSECA

Freelance Translator
maxilog@gmail.com

- ✧ Translation
- ✧ Proofreading
- ✧ Editing
- ✧ Subtitling
- ✧ Transcription

- ✓ English › Portuguese
- ✓ Portuguese › English
- ✓ Spanish › English
- ✓ Spanish › Portuguese
- ✓ French › Portuguese

- ✧ Banking
- ✧ Financial Reports
- ✧ IT
- ✧ Computers
- ✧ Internet
- ✧ Localization
- ✧ Business & Economy
- ✧ Company Brochures
- ✧ User Manuals
- ✧ Code of Conduct
- ✧ Import / Export
- ✧ General ...

Highlights

I am an experienced Freelance Translator in the areas of Business, Banking, Financial Reports, Information Technology, Computing, Internet, Business & Economy, Import & Export, Company Brochures, User Manuals, General, etc., from English to Portuguese.

I have had extensive work experience in office environments, the banking sector and service industries, giving me varied skills and the ability to work with many different types of subjects.

My work experience involved a great deal of independent research, requiring initiative, self-motivation and a wide range of skills.

Work History

Freelance Translator - (1985-2015)

Caixa Banco de Investimentos, SA - (2008-2009)
IT Consultant for the Business Recovery Plan of this Institution.

MaxiLógica, Lda - (1997-2007)
IT Solutions, IT Consultancy & Network Support for small to medium-sized companies.

**Manufacturers Hanover Trust Co.
Chemical Bank (Portugal) - (1984-1996)**
IT Manager. Permanent contacts with the Head Offices in New York and the Systems Department in London. I was in charge of the implementation of all systems for the Head Office/Central Bank Reporting.

ITT Standard Eléctrica (Lisbon, Portugal) - (1980-1984)
Electronic Data Processing Department: Systems Operator, Programmer, Systems Analyst

ITT Standard Eléctrica (Lisbon, Portugal) - (1978-1979)
Accounting Department

Banco Comercial de Angola - (1974-1977)
Accounting Department, Foreign Exchange Department

Freelance Translation Work

Freelance translation work in areas as diverse as: Banking, Finance, Information Technology, Technical Manuals, Software Localisation, Online Help Files, Telecommunications, Web Pages preserving their format, Commercial Correspondence, Import/Export Documentation, Contracts, Advertising and Promotional Materials, etc.

- ✓ Portuguese Native
- ✓ 20+ Years Experience
- ✓ 3000+ words per day
- ✓ Competitive Rates
- ✓ References

Portuguese Edition of Several IT International Magazines: Translation of hundreds of articles in subjects such as Word Processors, Spreadsheets, Databases/Database Servers, CAD programs, Operating Systems, Programming Languages, Internet, Personal Information Managers, Anti-virus programs, Hardware (comparative tests for printers, monitors, modems, processors, sound and graphics cards), Benchmark and Usability tests, etc.

Engineering Companies: Project Documentation, Consortium Contracts, Safety and Quality Control Procedures.

Work done for Translation Agencies: Banking, Financial Contracts, Codes of Conduct, Articles of Incorporation, Other Financial Documents. Accounts Receivable/Accounts Payable systems: translation of complete user interface and manuals. Financial Statements, Business Correspondence (letters, emails), etc.

Language Skills

My native language is Portuguese (European). Excellent verbal and written communication skills in English, French and Spanish.

Computer Skills

MS Office (Word, Excel, Access at macro level)
MS Powerpoint, MS Publisher

OpenOffice (Writer, Calc, Base), OpenProject
OpenOffice Impress (Presentations)
OpenSource Scribus (Desktop Publishing)

HTML - Web Page Design, XHTML, DHTML, XML, CSS
JavaScript, PHP & MySQL, Dreamweaver

Paint Shop Pro, Paint.Net, Gimp, Adobe Photoshop

OmegaT, Wordfast Pro, Wordfast Anywhere, CatMate, Across, Trados (CAT tools) and several Alignment/Analysis tools.

Windows XP / 2000/ Vista/ 7 – System Administration level.

Hardware

PC Intel Core i5-2410M CPU @ 2.30GHz, 6Gb RAM, 500 Gb disk
2 External HDDs, 500Gb each
HP Photosmart 7760
HP Laserjet Color 1600
Scanner

Fast broadband connection to the internet.