

# Diana Isabel Martins Figueiredo

Portugal

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## Personal Information

Nationality: Portuguese

Gender: Female

Date of birth: 13<sup>th</sup> November 1989

## Career Objective

As a recent graduate in Translation with specialization in English and Spanish I am aim to build a strong career as a translator, in a challenging and progressive environment, where I can provide my translation skills and experience to promote the services offered by the company and fulfil the company's needs in best way possible.

## Education and Qualifications

- ❖ Date: 2013 – Present
  - Institution: University of Aveiro – Aveiro, Portugal
  - Degree: Translation Degree with specialization in English and Spanish
  - Subjects studied: English; Spanish; Terminology; Technologies and translation
  - Average Current Mark: 15.4 (out of a maximum of 20)
  
- ❖ Date: 26<sup>th</sup> May 2015 – 30<sup>th</sup> May 2015
  - Institution: Portuguese Air Force Psychology Centre – Lisbon, Portugal
  - Course: Critical Incident Stress Management
  - Subjects studied: Psychological First Aid; Post-Critical Incident Stress Reactions; Crisis Management
  
- ❖ Date: 24<sup>th</sup> Nov 2014 – 28<sup>th</sup> Nov 2014
  - Institution: Portuguese Air Force Psychology Centre – Lisbon, Portugal
  - Course: Crew Resource Management
  - Subjects studied: Communication; Decision making; Leadership

- ❖ **Date:** 21<sup>th</sup> May – 30<sup>th</sup> May 2014  
**Institution:** Portuguese Air Force Inspection Agency – Lisbon, Portugal  
**Course:** Health, Hygiene and Safety at Work  
**Subjects studied:** Safety and risk management
- ❖ **Date:** 11<sup>th</sup> Feb 2008 – 27<sup>th</sup> Nov 2008  
**Institution:** Portuguese Air Force Training Centre – Ota, Portugal  
**Course:** Air Traffic Controller  
**Subjects studied:** Aerodromes; Communications; Navigation Aids; Aeronautical Information  
**Final average mark:** 16 (out of a maximum of 20)

## Professional Experience

❖ **2016 – Present**

**Translator**

Several translations English-Portuguese for the **NGO EKOenergy**.

❖ **2008 – Present**

**Air Traffic Controller at Portuguese Air Force**

**Responsibilities:** Chief of Air Reporting Office; Chief of the Aeronautical Information Services; Air Reporting Office Supervisor; Safety Delegate.

**Competences acquired and developed:** Teamwork; Leadership; Communication and multitasking skills.

## Skills Profile

With my academic training as a translator, I have become fluent in English and Spanish and learned how to use several translation tools which allow me to respect deadlines and produce work of a consistently high standard.

## Languages

**Native Language:** Portuguese

**Other Languages (according to CEFR):**

	Understanding		Speaking		Writing
	Listening	Reading	Spoken interaction	Spoken production	
<b>English</b>	C1	C1	B2	B2	C1
<b>Spanish</b>	C1	C1	B2	B2	C1

**ICT Skills**

Proficient in the Microsoft Office Package such as Microsoft Word, PowerPoint, Excel, Access and Publisher.

Knowledge of Translation tools and Translation Memories like SDL Trados, Across memoQ and corpógrafo.

Excellent ability to perform research in the Internet to find parallel texts when necessary.

Familiarity with Adobe Creative Suite such as Dreamweaver and Photoshop.

The knowledge of this tools allow me to respect deadlines and produce work of a consistently high standard and finish the work easily.

**Interpersonal and Communicative Skills**

Excellent interpersonal skills and ability to communicate at all levels. I have the ability to communicate ideas to the others and respond positively to demanding situations.

**Organization and Teamwork**

I am a self-motivated, organized and detail oriented person with high sense of responsibility. I am used to work under pressure and I am able to solve tasks with tight departmental deadlines. I have the ability to work efficiently in a team or individually according to the job requirements. I am also able to handle multiple responsibilities and set priorities.

**Additional Information**

I'm a volunteer as a translator and proof-reader in *The Rosetta Foundation* and in *Translators for Progress*.

