

# Profile

Portuguese (Brazil) -> eng (us)

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## Contact

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## Key skills

Proofreading English Microsoft Office

## Languages

## Certifications

First Certificate of English

# Leandro Eugênio Costa Santos

## Summary

Translator, writer, movie geek, and a natural communicator with a strong sense of commitment and dedication. Having worked for governmental institutions for the past 10 years, I have achieved a good comprehension of a whole sort of documents and office routine. I have also worked as a freelance professional in the movie industry with screenwriting, acting, and subtitling for Ubisoft and for Vendetta Films. The latter resulted in a movie exhibited at the Toronto Film Festival.

My personal abilities and the different situations faced enabled me to develop leadership skills, and fast adaptation to corporative and social dynamics. My passion for learning other cultures and languages, teamwork and willingness to help a company achieve higher levels and keep an already consolidated brand where it belongs. Available for further discussion and contact for more information up to your discretion.

(Profissional perseverante, aberto à aprendizagem. Procuo aliar todas as minhas formações e competências a cada novo desafio. Em busca de certificação no idioma Espanhol, Carreira Internacional e Trabalho em Equipe, com foco nas áreas de Literatura, Logística, Games e Cinema).

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## Experience

CNA Ensino de Linguas English Teacher September to December 2018 - Santos

English teacher from Monday to Saturday to learners at different ages and learning stages. My role requires planning classes, assessing students' performance and providing constant feedback to older students and young

learners' parents, by applying multimedia platform tools, following CLT methodology and focusing on dynamic teaching strategies.

April 2017 - Present

São Paulo Area, Brazil

Freelance translation of technical material from advertisement, business industries, documents, technical writing and video subtitling.

July 2017 - Present Santos (home-based)

September 2016 - Present

Translation, Subtitling, Proofreading, Q&A, Checks and related services.

April 2017 - Present

Madrid Area, Spain

Media Translation, subtitling, proofreading.

Gomidia

Freelance Translator

December 2015 - Present

Translation and Subtitling for commercial videos (Game trailers and assets) and shortfilms for clients such as Ubisoft, Bandai-Namco and Creative.

Transcription of video feeds from Gaming Leagues.

July 2016 - Present

Burbank, California - São Paulo, SP

Translation, QC, Proofreading, Spotting and Conform of subtitles.

August 2010 - Present Several

Translation, Technical Translation, Version, Interpreting and Subtitling of shortfilms, ad videos, technical manuals and brochures, free texts in English and Portuguese

April 2018 - May 2018 (2 months) London, United Kingdom - Santos, São Paulo

Sales support and client prospection with phone calls, follow-up, marketing, e-mail and meeting consultancy for Brazilian, Spanish and British S.M.E.'s in London Greater Area.

**Evolutime**

**English Language Instructor**

December 2018 - April 2018 (5 months), Santos, Sao Paulo, Brazil

English teacher from Monday to Saturday.

February 2015 - July 2016 (1 year 6 months)

Archive, register, data processing, financial assessment, public administration.

-Mailing

-Maintenance requisition -Billing

**CRECI 2ª Região**

**Profissional de Suporte Técnico Especializado**

Outubro 2013 - August 2014 (11 months)

ADMINISTRATIVE TECHNICIAN: 1) Organize or document archives, letters, offices, memos, among others used in the area of expertise; 2) Collect data for the elaboration of documents and reports of activities of CRECI / SP; 3) Redirect correspondence and prepare documents to achieve and / or lend information and subsidize decision-making superiors; 4) Prepare various reports on carried out activities, collect data for the archives and other sources; 5) Prepare sheets and illustrative graphs; 6) Analyze correspondence received, examining or being contacted, performing assesment of agreement with priorities and registering

em livro apropriado, os dados necessários a sua tramitação; 7) Prestar informações sobre assuntos de serviços administrativos de natureza simples. 8) Surveying consisting processes, verifying for CRECI / SP; 9) Prepare necessary materials for meetings, exhibitions, seminars and other events providing transport and accommodation when necessary, in order to provide or support the referred activities; 10) Organize processes, verifying the necessary documents for their composition and effecting or registration; 11) Accompanying meetings and plenary sessions, providing technical-administrative support necessary to carry out; 12) Organize procedures for the realization of Full Sessions, public hearings and other; 13) Require general maintenance for equipment, machines and / or facilities; 14) Organize bidding process based on superior directives, for the acquisition of material, equipment and services; 15) Gather, together with travel agencies scheduled tickets for outsource investigations; 16) Attend suppliers to providing services such as making payments for services rendered to or by CRECI / SP; 17) Prepare payment of days and other necessities to travel assistance; 18) Conclude payment schedules, invoices and charges, calculations of fines, interest and other necessities;

CODESP - Companhia Docas do Estado de São Paulo Seaport Guard  
January 2005 - July 2012 (7 years 7 months) Santos-Sao Paulo

Ostensive police, fiscalization, security, escort, canine, maritime patrols, firearms control, mediation of loads and crew.

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## Academic background

### Universidade de Franca

Bachelor of Arts in Portuguese and Spanish, Foreign Languages and Literatures, General · (2018 - 2020)

### Catholic University of Santos

Graduation; Translation and Interpreting(2010 - 2011)

### Institute of Cinema (Opernhaus)

Total Cinema Extended - Free course, Film / Cinema / Video Studies, Cinematography · (2016 - 2016)

Escola Brasileira de Games -EBG

Introduction to Digital Game Translation - Free Course, Video

Game Translation - Localization · (2016)

Escola Brasileira de Games

Mobile, Apps and Game Profitting (2016)