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AGE: 33

ANTONIO LÚCIO B. CERVI - JOURNALIST AND TRANSLATOR



COMPETENCES

I am a freelance translator, working with the language pairs English/Portuguese and Portuguese/English. Main areas of expertise: administration, marketing, IT, humanities, ecology, legal, economics, literature, subtitling, general, etc. I am also studying a second degree in Journalism and I intend to reconcile the two careers. English: Advanced Italian: Intermediate

EXPERIENCE

Viva Translations, São Paulo - *Freelancer Translator*

SINCE APRIL 2020

- Translation of IT and technology texts. Projects for Microsoft and Facebook, translation of catalogs and description or support pages for products used by Microsoft Teams. Translation for other customers who use Microsoft terminology.

FCI Multiple Services, São Paulo - *Freelancer Translator*

JULY 2017 - OCTOBER 2017

- Translation of contracts, meeting minutes, birth/marriage certificates, documents, etc ,.

Freelance, São Paulo - *Freelancer Translator*

SINCE MARCH 2017

- Main areas: administration, marketing, humanities, ecology, legal, economics, IT, literature, subtitling, general, etc.

Espaço Cultural Alberico Rodrigues, São Paulo - *Attendant*

JUNE 2015 - FEBRUARY 2019

- Sell books in the used books store and provide customer service.
- Register the books in the website. Organize the shelves and keep the collection clean and organized.
- Reform and restore books.
- Manage book sales through Estante Virtual website and send them to the customers. On Saturdays, I used to give assistance in the cafeteria/snack bar.

Prodesp, São Paulo - *Letters Intern*

MARCH 2009 - DECEMBER 2010

- Update the Guia de Informações Sobre Órgãos e Serviços Públicos (Information Guide on Public Entities and Services) available at www.poupatempo.sp.gov.br.
- Issue internal communications. Respond to citizens' manifestations and/or complaints.
- Listen and Analyze the recordings of the calls from Disque Poupatempo.
- Forward citizens' manifestations and/or complaints to the competent governmental entities.

EDUCATION

Faculdade Paulus de Tecnologia e Comunicação (FAPCOM) - *Journalism*

FEBRUARY 2019 - DECEMBER 2022, SÃO PAULO
ATTENDING

Pontifical Catholic University of São Paulo (PUC-SP) - *Languages - BA in Translation*

FEBRUARY 2016 - DECEMBER 2018, SÃO PAULO
COMPLETED

Pontifical Catholic University of São Paulo (PUC-SP) – *Languages*
– *Licentiate Degree in English and Portuguese*

FEBRUARY 2006, SÃO PAULO

OBS: QUIT FROM COURSE

CAT TOOLS, PLATFORMS AND OTHER SOFTWARES

SDL Trados - memoQ

Oddjob - Memsources

Wordfast - Office Package (Basic)

Wordpress - Audacity

ASSOCIATIONS

