



ANA OLIVEIRA

TRANSLATOR | TEACHER

CONTACT INFORMATION

(+351) 91 200 50 92
CARINA.MARTINS.CG@GMAIL.COM
TRADUCOES.ANAOLIVEIRA@GMAIL.COM

TRAVESSA 25 DE ABRIL, N° 38
4805-015 GUIMARÃES, PORTUGAL

IDIOMS*

English -----C2
Spanish----- B1
French-----A1
Portuguese PT----- Nativo

* According to the CEFR

PROFILE

- Good Communication, Interpersonal Relations and Problem Solving skills
- Stress management
- Quick and effective when meeting deadlines
- Sense of cooperation and Teamwork
- High sense of responsibility, Discipline, Autonomy, Organization and Attention to Quality.
- Strong customer orientation, Motivated, Dynamic, Proactive
- Good IT skills- Windows, Email, Microsoft Office- Word, Publisher, P. Point

EDUCATION

MASTER'S IN TRANSLATION AND MULTILINGUAL COMMUNICATION

UNIVERSITY OF MINHO, BRAGA, PT | 2016 - 2018

BACHELOR IN EUROPEAN LANGUAGES AND LITERATURE

UNIVERSITY OF MINHO, BRAGA, PT | 2013 - 2016

PROFESSIONAL TRAINING IN PUBLIC RELATIONS

MCDONALD'S, CERTIFIED ENTITY, PORTO, PT | 2018

SKILLS

ENGLISH (B2,B2+,C1,C1+,C2);

SPANISH (A1,A2, B1)

ENGLISH LINGUISTICS 5- PHONETICS, PHONOLOGY, MORPHOLOGY, SYNTAX, PRAGMATICS, SEMANTICS, SOCIOLINGUISTICS

LITERATURE AND CULTURE 5- ENGLISH, NORTH-AMERICAN, IRISH

CAT TOOLS- SDL TRADOS, MEMOQ, LF ALIGNER, SMARTCAT,

TERMOSTAT

INTRODUCTION TO MARKETING- MARKET, CUSTOMER,

CONSUMERS, PRODUCTS

LOCALIZATION AND SUBTITLING

COMMUNICATION TECHNOLOGIES: HTML, CSS, XML, DTD AND TEI

PORTUGUESE LITERARY STUDIES. PHONETICS AND PHONOLOGY

OF THE PORTUGUESE LANGUAGE. WESTERN LITERARY TRADITION,

COMPARATIVE LITERATURE

ACADEMIC ACHIEVEMENTS

2014. UNIVERSITY OF MINHO

JUDGE IN THE ENGLISH "SPELLING BEE" CONTEST, WHICH WAS ORGANIZED IN PARTNERSHIP WITH THE LOCAL SECONDARY EDUCATION SCHOOLS OF BRAGA AT THE UNIVERSITY OF MINHO.

2014-2016. BUDDY UMINHO

VOLUNTARY AT THE INTERCHANGE PROGRAM OF THE UNIVERSITY OF MINHO.

2015. CAMILO CASTELO BRANCO'S FOUNDATION

PARTICIPATION IN THE CREATION OF THE NATIONAL ONLINE DATABASE FOR CAMILO CASTELO BRANCO'S LITERARY WORK IN TEI LANGUAGE

February 2018– September 2018. Translation of the ISO Standard 21001 for PIQ

In the scope of the conclusion of my Master's degree at the University of Minho, I got an internship in the Portuguese Institute of Quality which consisted in the translation of the international Standard ISO 21001 on the field of education from English to Portuguese.

2012 – present. Freelance Translator and Revisor EN-PT/PT-EN

I work as a freelancer in the translation and revision of documents to several clients—private as well as companies. I mostly do technical translation, from English to Portuguese and from Portuguese to English although I have done literary translation works. I have developed translation skills in both languages such as an increased lexicon (terminology) in several specialized fields, as well as personal skills such as organization, meeting deadlines, autonomy and projects management.

MAIN SPECIALIZATION FIELDS

Legal documents (certificates, contracts, agreements, acts, among others)

Scientific/academic papers/essays

Medical documents

Touristic/cultural/general documents

Localization of software/websites

Technical documents (instruction manuals, standards, among others)

2017– present. Translator of the United States Embassy in Portugal**2017—present. Translator of the British Embassy in Portugal****Oct. 2017 - Dec. 2018. Translator at the company EUROTRANSLATION, LDA.**

I worked as a linguistic services provider for the Portuguese company Eurotranslation, LDA. located in Braga; expert in legal and specialized translation, namely in the field of civil engineering. It was managed by Dr. Jorge Martins and by Dr. Nathalie Abreu. I would translate from English to Portuguese but mostly from Portuguese to English.

Oct. 2018 – present. English Teacher - Elementary and Secondary Education. CET.

I teach english to elementary and secondary education students at Centro de Estudos of Caldas das Taipas, Guimarães. I am registered in the National Teacher's Database since 2018.

May. 2018– Oct. 2018. Public Relations for McDonald's, Guimarães, Portugal

I have developed marketing, communication, management and interpersonal relations skills, customer orientation, problem solving as well as decision-making skills while acting as a Service Host for the company and the brand and working as an intermediary between the customer and the company's manager.

Oct. 2016 – May 2018. Operary at McDonald's Guimarães Shopping, Portugal

While working at McDonald's in a touristic mall like Guimarães Shopping, I have developed personal skills always useful in any job such as teamwork, responsibility, discipline, problem solving skills, stress management, customer orientation and quality focus as well as decision-making skills.