



MÁRCIA FILIPA

Details

+351 918540050

marciafilipamsf@gmail.com

Links

[LinkedIn](#)

Skills

Writing/Editing Tools

Content (Canva, Figma)

AI Tools (Midjourney, OpenAI)

Management (ClickUp, Notion)

General (Adobe, Google, Office)

Social (Facebook, Instagram,
LinkedIn, TikTok, Twitter)

CAT Tools (Across, MemoQ, SPOT,
Trados, Transit, Wordfast)

Languages

Portuguese

English

German

Hobbies

Writing

Reading

Meditation

Martial Arts

Volunteer Work

Content Creation

Self-development Workshops

Profile

Highly skilled and experienced professional with an impeccable track record of proofreading, post-editing, translation, and writing work. Organized, with good management of time and resources. Great technological knowledge and linguistic skills (German, English, and Portuguese). Dedicated, meticulous, and creative.

Employment History

Translator/Reviewer, Freelance

JULY 2021 – PRESENT

Freelance professional for several companies, namely on automotive, technical and marketing matters (EN/DE-PT).

Administrative, Dra. Rosa Basto Clinic

APRIL 2023 – AUGUST 2023

Management of schedules, handling correspondence, and general administrative support to ensure smooth operations within the organization.

Translator/Copywriter, Upwork

JANUARY 2020 – JULY 2021

Localization, translation, editing and copywriting for different organizations and companies (EN/DE/PT). This job included a big range of fields: entertainment, health, IT, journalism, law, literature, and marketing.

Translator, AMPLEXOR International

JULY 2019 – SEPTEMBER 2019

Translation for the legal and technical department (EN/DE-PT).

Writer

DECEMBER 2018 – PRESENT

Author and editor of the book "(P)ARTE DE (TE) AMAR" [(P)ART OF LOVING (YOU)].

Education

Master in Text Editing and Publishing, Universidade Nova de Lisboa, Portugal

SEPTEMBER 2019 – DECEMBER 2021

Average: 18/20

Book History; Contemporary Poetics; Editing Theory; Electronic Publishing (HTML, WordPress); Information Technology for Publishing (Adobe InDesign); Text Writing and Proofreading; Textual Criticism.

Thesis: *Critical Edition of the «Livro de "Sóror Saudade" written by Florbela Espanca.*

Degree in Translation (Portuguese, English, German), Universidade Nova de Lisboa, Portugal

SEPTEMBER 2016 – JUNE 2019

Average: 16/20

Computers in Translation (CAT tools); Grammar; History and Theory of Translation; Language Sciences; Linguistics; Subtitling (SPOT); Terminology.

Fields: Business and Commercial Matters, Literature, Science and Technology, Social and Human Sciences.

Translation Seminar: publication of the translation of the entry "Subtitling" in the "Handbook of Translation Studies Online".

Courses

Publishing Project Management, The Book Company

NOVEMBER 2020 – NOVEMBER 2020

Volunteering

Atemphar, Leiria, Portugal

APRIL 2023 – PRESENT

Copywriting, marketing, and crowdfunding. Creation of a digital magazine and newsletter.

Human Dreams, Windhoek, Namibia

FEBRUARY 2023 – MARCH 2023

Animal-supported therapy center for children with disabilities.

Bulungula Incubator, Bulungula, South Africa

FEBRUARY 2023 – MARCH 2023

Marketing in a community project within the heart of a traditional Xhosa community. Totally off-grid tourism and run on ecologically sustainable principles as a tool to address poverty and support rural development.

Isithumba Community Development Movement, Isithumba, South Africa

JANUARY 2023 – FEBRUARY 2023

Volunteering to empower the disadvantaged youth of Kwaximba, by teaching and playing with children.

Wall Street English, Ancona, Italy

JUNE 2018 – AUGUST 2018

English teaching.

Projects

ATEMPHAR Magazine

APRIL 2023 – PRESENT

Creation, editing and publishing of a digital magazine for a non-profit organization (ATEMPHAR).

ReVision

APRIL 2023 – PRESENT

Administrative, creative, and organizational work for the creation and structuring of a technology startup.

Guest Lecturer

MAY 2021 – PRESENT

Annual invitation to lecture Textual Criticism classes to the Text Editing and Publishing Master's students.

#12em21 (#12in21)

JANUARY 2021 – DECEMBER 2021

A literary project to encourage the reading of at least 12 books of different genres throughout the year, focusing on Portuguese authors.