

# ANA RAQUEL MOÇO MEIRIM PINTO

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## EXPERIENCE

### PROSEGUR ALARMS

- Clarification for customers via the helpline: technical information, invoicing, retention and other functions.

NOV 2020 -  
OCT 2023

### KONZEPTOURS / SÉCULIS

- Creating / updating content on the company website;
- Updating social networks;
- Prospecting customers, partners and suppliers;
- Tasks related to employee recruitment;
- Proofreading and translation of documents in various fields: Law, Business communication and Tourism

DEC 2015 -  
APRIL 2020

### UNBABEL / SDI MEDIA / SUBLIME

- Translation and proofreading

2017 - 2021

### TRANSLATEMEDIA

- Participation as trainee in the European Leonardo da Vinci program:
- Translation and proofreading of texts;
- Quotation of translation requests;
- Recruitment of translators

JAN 2015 -  
JUN 2015



## CONTACTS



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## EDUCATION

### University of Lisbon - FLUL

Masters in Translation

### Technical University of Lisbon - ISCSP

Degree in Media studies

### Spanish Language Institute

Inicial I and Inicial II

### DUAL

German A1 level

## SKILLS

- Translation / Proofreading
- Digital communication
- Photography
- First Aid
- English (C2)
- Spanish (B1)
- French (A2)

## **ONOMA (MASTERS' INTERNSHIP)**

- Translation and proofreading medical and engineering texts;
- Quotation of translation requests;
- Recruitment of translators

## **DEZINTERESSANTE / MSN**

- Creating journalistic texts

## **NETCULTUS**

- Teaching elementary school pupils

## **GOLFINHO AZUL RESTAURANT**

- Table and customer service