

# VIVIANE ZEN

Translator and Proofreader



## SUMMARY

I have been working as a translator and proofreader since 2018 with business contents from the marketing, compliance, human resources, corporate communication, market research, training and contracts areas. Before starting as a translator, I gained seventeen years of corporate experience at Banco Fiat and Banco Itaú Unibanco companies and nine years in the advertising and marketing segment at specialized agencies and at Grupo Abril and Vale Refeição companies.

## CONTACT INFORMATION:

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## BACKGROUND

### TRANSLATION

**The Drake Language Solutions, Universo Traduções, Smart Traduções Técnicas, 2018 - Actual**

Translation, version and double version of several business contents in Portuguese/Spanish/English. Main clients served through translation agencies: Facebook, Kantar, Twitch TV, GE, Renner, Avon, Toluna, Saint Gobain, Andritz, Klabin, Electrolux, Donaldson.

Use of CAT tools.



### BANKS

**Banco Itaú Unibanco and Banco Fiat, 2000 - 2017**

Review and implementation of policies and codes of ethics, development of internal communication/awareness campaigns about integrity, implementation of ethics committees, ethics consulting, response to market and regulatory bodies questionnaires, continuous improvement projects, budget planning and control, conducting employee surveys, conducting benchmarking. Senior analyst, coordinator and specialist positions.



### ADVERTISING AND MARKETING

**Sobral Marketing Direto, Ckapt Marketing Direto, Vale Refeição, Casadideias Publicidade and Grupo Abril, 1991 - 2000**

Responsible for the implementation and interface between client and agency from the briefing to the delivery of advertising and marketing projects. Communication assistant and account manager positions.

## ACADEMIC BACKGROUND

**Postgraduation** in Business Administration focused on Marketing – FAAP – SP - 2002

**Postgraduation** in Art History – FAAP – SP – 2000 (incomplete)

**Graduation** in Languages (English/Portuguese) - Faculdade Hebraico-Brasileira Renascença - SP - 1990

**English:** Graduation in Languages, private lessons and one-and-a-half year english course/residency in the US in 1993 - 1994

**Spanish:** Instituto Cervantes de São Paulo 2014 - 2021