

## DAMIANA HELENA ALVES BEM

### OBJETIVO E RESUMO DE QUALIFICAÇÕES

Translator, Writer, English Teacher

Being a teacher, writer and translator for more than 15 years, today she is a Trainer and Speaker in several events, conferences and Forums for entrepreneurs, administrative professionals and second language learners. She teaches Business English online and in companies, and is the author of the book "Learning to learn English".

Founder of "The Executive Assistant online": Works as a professional freelancer outsourcing solutions for entrepreneurs and small businesses, specialized in English translation, interpretation, transcription and online training.

Bachelor degree in Applied linguistics (Portuguese and English) and Accountancy. Post graduation in Translation (Portuguese-English) and MBA for Executive Assistants.

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### EXPERIÊNCIA

#### **[VA, Translator, Writer, The Executive Assistant Online]**

[01/2005]

Outsourcing online executive assistant services for entrepreneurs and small businesses all over the world. Works as a professional freelancer specialized in English translation, interpretation, transcription and online training. Other services include tasks and projects in the following areas: Administration, Finance and Accountancy, Human Resources, Marketing, Content Creation, (Web) Design, Customer Experience, Sales, Technology, etc.

Check out more on our website: <https://damianaalves.com/translation>

#### **[Translator, Interpreter, Writer, ProZ, Upwork, Workana]**

[01/2020- Atual]

Professional freelancer working with projects from different segments: translation, proofreading, subtitling and video editing in English - Portuguese.

#### **[English Teacher, Instructional Designer, IBEU]**

[01/2007- 12/2012]

Teaching English (ESL, ESP) to adults. Regular courses, certification prep courses, application of exams for certifications, designer of teaching material used by all teachers. Classes at the school branch and in company.

#### **[English Teacher, Instructional Designer, Cultura Inglesa]**

[01/2005- 06/2006]

Teaching English (ESL, ESP) to adults. Regular courses, certification prep courses.

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**EDUCAÇÃO**

**Post graduate course - Translation and Interpretation - Faculdade Pró Minas**  
12/2020 – 06/2022

**Post graduate course - Education Technology and Distance Learning - Universidade Gama Filho**  
01/2009 – 06/2010

**Bachelor Degree in Applied Linguistics (Portuguese - English) - UVA - Universidade Veiga de Almeida**  
01/2005 – 12/2009

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**IDIOMAS**

**PORTUGUESE** - Native  
**ENGLISH** – Fluent (Michigan ECPE)  
**ESPAÑHOL** - Basic level

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**INFORMAÇÕES  
ADICIONAIS****Technology and Softwares**

- Microsoft Office 365
- Google Suite
- Others: SDL Trados, Happy Scribe, Wordfast

**INTERNATIONAL CERTIFICATIONS**

- CELTA (Cambridge University)
- TKT (Cambridge University)
- ECPE (Michigan University)
  
- Congresses and Seminars Participation
  - 13th Braz-Tesol National Convention (2012)
  - 12th Braz-Tesol National Convention (2010)
  - II Applied Linguistics Congress – Universidade Veiga de Almeida (2009)  
Presenting the lecture: The impact of technology in English language teaching
  - 11th Braz-Tesol National Convention (2008)