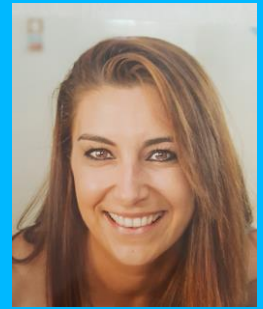




Europass Curriculum Vitae



Personal information

Surname(s) / First name(s) **Baptista Ferreira, Inês**

Address(es) Rua Conselheiro António José da Rocha, 3830-123 Ílhavo, Portugal

Mobile (+351) 964155606

E-mail ines_batista8@yahoo.com / ines_batista8@hotmail.com

Nationality Portuguese

Date of birth 09 February 1984

Gender Female

Desired employment / Occupational field **TRANSLATOR / PROOFREADER**

Work experience

Dates Fulltime translator since February 2012 - →;
Freelance Translator since 8/03/2007 - →.

Fields of Expertise Medicine and medical Instrumentation, pharmaceutical, biochemistry and ophthalmology, IT/software/computers and marketing/financial, electrical engineering, electronics, economics, business (general), publicity and tourism, gambling and gaming industry, Internet (web, e-commerce, telecommunications), human resources, human and social sciences.

Main activities and responsibilities

- Translation of:

- several documents in the fields mentioned above (mostly Medicine and medical Instrumentation, pharmaceutical), done for TRADILUC, a Portuguese translation agency for which I work in a daily basis. (2500 words/day – EN>PT);
- user manuals and brochures for Bosch in 2009 and still working for them when they need in ES>PT;
- brochures, medical books, general medical documents, patient information, history records, clinical study reports, instruction manuals, patent applications, medical charts, hospital discharge summaries, medical prescriptions, insurance claims;
- Clinical, toxicological, pharmacological and biological information;
- Equipment, packaging labels, medical questionnaires and medical terminology glossaries;
- PowerPoint/impress presentations (EN>PT / IT>PT);
- several contracts and contract specifications (EN>PT / IT>PT);
- job descriptions, ethics manuals, code of conduct, several manuals for employees (EN>PT);
- employee handbooks and manuals, training materials, employee review forms, employment applications, HR policies and forms, company's policies and procedures;
- scientific articles/reports (EN>PT);
- corporate/marketing brochures (EN>PT / IT>PT);
- CV's, diplomas, certificates, police clearances, medical certificates, medical reports;
- several e-mails, letters, contracts, invoices and other documents for a private company in Portugal (ES>PT);
- several tender documents and privacy statements (EN>PT);
- a document presenting the engineering projects of a company (electricity, energy, mining, pump stations, etc.) (EN>PT - 30000 words);
- an Energy Operating Manual (EN>PT);
- documents regarding medical information, "Certificate of fitness" (EN>PT);
- Company Registry (EN>PT);
- a web-site for FLECRIC, a technology company (Portuguese, English and Spanish - www.flecric.eu);
- several engineering projects, such as Stadiums, Mine water Treatment, Railway Stations, Hydropower scheme, Reconnaissance Studies, etc. (EN>PT);
- several operating and maintenance manuals of a demagnetizing coil, an emergency diesel generating set, a conveyor belt scanner, Diamond Recover Machine Set-up and Feed controller (EN>PT);
- several installation manuals of gear motors, magnetic separators and drives (EN>PT);
- several technical manuals of CD players and TV-set (EN>PT; IT>PT);
- several User Guides of pool cleaners (EN>PT);
- several websites of online Casinos (50000 words – EN>PT);
- a shed Owner's manual (EN>PT);
- a document about ESN (European Social Network) (EN>PT);
- several websites of hotels of Italy (IT>PT);
- an operating manual and some other technical documents (12000 words total – EN>PT));
- Writs, "Birth Certificates", "Requests of Appointment", Minute and some other documents for lawyer's offices (EN>PT);
- Various Translation and interpretation jobs made for the Courts of Law (ES>PT; PT>IT; IT>PT);
- Administrative and commercial work, as well as cooperation in various translations and interpretation jobs (Italian and Portuguese).

Name and address of employer

- **Private companies:**
 - FLECRIC, Vagos, Portugal;

- **Translation agencies:**
 - International Language Services, United States;
 - Language Intelligence, United States;
 - Tradaction, Italy;
 - Entreteclas, Portugal;
 - ENTRELINHAS, Portugal;
 - TRADILUC, Portugal;
 - Euroservices Traductions, Italy;
 - Totally Translation, France;
 - Kaleidoscope, Israel;
 - Translated s.r.l., Italy
 - Wolfestone Translation, UK;
 - European Language Services, Pretoria, South Africa;
 - IDIOMAS, Italy;
 - TEK translation International;
 - Masterslingue, Italy;
 - TransItalia, Italy;
 - First Translations Inc, New Braunfels;
 - Ability Services;
 - CSTRaduções, Portugal;
 - Inpokulis, Portugal.

- **Courts:**
 - Tribunal de Instrução Criminal do Porto – Rua São Bento da Vitória, 12 – 4099-009, PORTUGAL;
 - Tribunal de João Novo – Rua de S. João Novo, 29 – 4099-011 Porto, PORTUGAL;
 - Serviços do Ministério Público de Paredes, Secção Única 2, Parque José Guilherme – Palácio Justiça – 4580-130 Paredes, PORTUGAL;
 - Tribunal da Comarca da Mealhada;

- **Place of Traineeship:**
 - Italian Chamber of Commerce and Italian Consulate of Italy, Rua da Restauração, 409, 4050-506 Porto, PORTUGAL.

Education and training

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| Dates | 2002 - 2007 |
| Title of qualification awarded | Degree in Applied Foreign Languages - Translation |
| Principal subjects/occupational skills covered | <ul style="list-style-type: none">- Technical Translation including the areas of Economics, Biotechnology, Computers and Law;- General basis in various areas, such as Economics, Marketing, Informatics, European Union, Scientific Behaviour and Engineering to provide us the specific vocabulary amongst each area of expertise.- Study of foreign languages, mostly English, Italian and Spanish. |
| Name and type of organisation providing education and training | University of Minho, Portugal |
| Level in national or international classification | National Classification – 15 (0-20) |

Personal skills and competences

Mother tongue(s) **Portuguese**

Other language(s)

Self-assessment

European level (*)

English

| Understanding | | | | Speaking | | | | Writing | |
|---------------|-----------------|---------|-----------------|--------------------|-----------------|-------------------|-----------------|---------|-----------------|
| Listening | | Reading | | Spoken interaction | | Spoken production | | | |
| C1 | Proficient user | C1 | Proficient user | C1 | Proficient user | C1 | Proficient user | C1 | Proficient user |

| | | | | | | | | | | |
|------------------|----|-----------------|----|-----------------|----|------------------|----|------------------|----|-----------------|
| Italian | C1 | Proficient user | C1 | Proficient user | C1 | Proficient user | C1 | Proficient user | C1 | Proficient user |
| Spanish | C1 | Proficient user | C1 | Proficient user | B2 | Independent user | B2 | Independent user | C1 | Proficient user |
| Hungarian | A1 | Basic user | A1 | Basic user | A1 | Basic user | A1 | Basic user | A1 | Basic user |

(* Common European Framework of Reference for Languages)

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|---------------------------------|---|
| Social skills and competences | Member of the 4th seminar of Applied Foreign Languages took place in 2005 – “- United Languages – Education and Training” |
| Computer skills and competences | - Competent with all Microsoft Office programs (Excel, Access, Word, Power Point, Publisher and Project), Microsoft Internet Explorer, translation and database software (TRADOS 2014, SDLX, Passolo, Multiterm, Workbench, MemoQ, Across, Memosource, Transit, etc.), and some experience with HTML. - Basic knowledge of graphic design applications (Adobe Illustrator, PhotoShop). |
| Other skills and competences | - I studied and lived in Italy (Parma) from February 2006 to July of the same year. - In order to finish my graduation, I did my internship in the Italian Consulate and Italian Chamber of Commerce, where I used to translate all kinds of technical and legal documents. |
| Driving license | Category B |