europass Curriculum vitae

PERSONAL INFORMATION

Sara Assureira



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Sex Female | Date of birth 22 Aug 1984 | Nationality Portuguese

JOB APPLIED FOR

Translator

WORK EXPERIENCE

15 Mar 2018–18 Mar 2018

Accompanying interpreter

Natura Empreendimento Lda (Portugal)

Accompanying Ms. Luísa Cariano to the Paris International Tourism Fair in order to present in French the offers of two hotels she manages.

18 Oct 2015–24 Oct 2015

Interpreter

Divulgamérito, Lda, Águas Santas (Portugal)

Accompanying Mr. José Vara to France (Nice and Cannes) in order to prospect clients for Vitroglass, a company specialised in glass production, in the French market.

1 Jun 2010–31 Dec 2010

I2S - Informática, Sistemas e Serviços S.A., Porto

Translation of financial / insurance softwares from Portuguese into French

27 May 2008–28 Nov 2008

In-house full-time translator

Tradiluc, Rio Tinto (Portugal)

Translation / proofreading of technical and medical documents from English into Portuguese

Apr 2008–Present

Freelance translator

INSEAD, Fontainebleau (France)

Translation / proofreading of marketing case studies from English into French and Portuguese

Sep 2007–Present

Freelance translator

Freelance translator for many translation agencies based in Portugal, Europe and United States.

Services offered:

- Translation from French into Portuguese;
- Translation from Portuguese into French;
- Translation from English into French;
- Translation from English into Portuguese;
- Translation from Italian into French;
- Translation from Italian into Portuguese;

- Bilingual / monolingual proofreading

1 Sep 2007–8 Feb 2008

Trainee

JABA Translations, Vila Nova de Gaia (Portugal)

Translation of general and specialised texts (marketing, financial, medical, legal, automotive industry).

Languages pairs: English-French, English-Portuguese, French-Portuguese, Portuguese-French

EDUCATION AND TRAINING

Oct 2017–Jun 2018

Chinese Level II

Faculty of Arts of Oporto, Porto (Portugal)

First year characters review
Pinyin and new basic characters

25 Jun 2018–29 Jun 2018

Cybernetic Translation

Faculty of Arts of Oporto, Porto (Portugal)

Cybernetic translation
Machine translation
Human vs. Machine translation
Voice recognition in the translation process

10 Jul 2017–14 Jul 2017

Legal Translation (Portuguese to French and French to Portuguese)

Faculdade de Ciências Humanas e Sociais de Lisboa, Lisbon (Portugal)

Legal terminology
French and Portuguese legal systems
Difficulties of legal translation

Oct 2016–30 Jun 2017

Chinese Level I

Faculty of Arts of Oporto, Porto (Portugal)

Introduction to the Chinese language and characters
Introduction to the Chinese culture

1 Oct 2012–20 Dec 2012

Specialization in Software Localization

Faculty of Arts of Oporto, Via Panorâmica (Portugal)

Theoretical and pratical training on software localization.

Training for Passolo 2011

Oct 2011–Dec 2011

Intensive Italian Course

Faculty of Arts of Oporto, Via Panorâmica, Porto (Portugal)

Italian for beginners.

Italian grammar and syntax.

Reading and composition in Italian

Sep 2007–Jun 2008

English Course

Faculty of Arts of Oporto, Via Panorâmica, Porto (Portugal)

Deepening of the English grammar

Sep 2007–Jun 2008

Specialization course in translating with French

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Faculty of Arts of Oporto, Via Panorâmica, Porto (Portugal)

Translation form Portuguese into French and from French into Portuguese.

Analysis of some texts translated during the training course.

Sep 2003–Jul 2007

Degree in Modern Languages and Literatures, translation branch

Faculty of Arts of Oporto, Via Panorâmica, Porto (Portugal)

- Portuguese and French grammar deepening;
- French and Portuguese literature;
- Translation from Portuguese into French;
- Translation from French into Portuguese;
- IT course for translators (SDLX, creation of Translation Memories)

PERSONAL SKILLS

Mother tongue(s): French, Portuguese

Foreign language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C1	C1	B2	B2	B2
Italian	B1	B1	A2	A2	A2
Chinese	A2	A2	A2	A2	A2

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user
Common European Framework of Reference for Languages

Job-related skills: Organization, meeting deadlines, terminology research

Digital skills: - Excellent command of Office suite (Word, Excel, PowerPoint, Access, OneNote, Publisher); - Good command of CAT tools (SDLX, Trados suite, Trados Studio 2017, Idiom World Server, MemoQ);- Excellent command of Photoshop

ADDITIONAL INFORMATION

Projects: Translation from French into Portuguese (EU variant) of the Efficy application (www.efficy.com)

Projects: Translation from Portuguese into French of some parts of the SalsaJeans website (www.salsajeans.com)

Projects: Translation from English into French of some Sony product descriptions (www.sony.fr)

Projects: Translation from English into Portuguese of the Konecranes website (www.konecranes.com)

Projects: Translation from English into French of some hotel descriptions (www.booking.com)

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