

Martha Schwan

+55 33 99138-6613

Rua São Lucas N° 287 – Vila Mariana –
Governador Valadares/Minas Gerais/MG
schwann55@gmail.com
schwan.martha@gmail.com
<http://www.proz.com/translator/869135>
schwann.translatorscafe.com

Objective

Translator & Proofreading (English into Portuguese, Spanish into Portuguese/Italian into English/Portuguese)

Education

*Queen's University (Kingston, Canada)
English Literature
From 09/1996 to 09/2000*

Professional Experience

*Home Office (current)
Freelance Translator/Proofreader
From 02/2008*

PM Translations

Position

Freelance translator/collaborator

From 07/2017 to current

Job description:

- *Translation of general documentation, vital documents, reports & manuals.*

Global Translation and Interpreter

From 06/2016 until current

Job Description

- Translation and reviewing jobs specially with manuals, vital records, legal documents and general documents.

MEJ Personal Business Services Inc. (New York)

From May/2012 until current

Job description:

- Service rendering such as: translation of personal documents and some webpages as well as large financial statements.

Central Church of Full Gospel (Toronto/Canada)

From 01/1994 to 12/1996

Position

Bilingual Secretary and Translator

Job Description

- Translation of documents from English into Brazilian Portuguese;
- Sorting and distributing mail;
- Preparing and organizing events;
- Registration of marriages, deaths and birth of members.

Professional Courses

George Harvey Collegiate Institute (Canada)

Computerized accounting using Bedford Simply Accounting

From 09/1998 to 05/1999

Retter Business College (Toronto/Canada)

Medical Administrative Secretarial Course

From 07/1991 to 03/1992

Personal Characteristics: Management Skills: Tracking results, ability to solve problems, focus on results, quality management services, organizational skills/**Personal Skills:** Ambition, organized, creative, efficiency, adaptation easiness, quick learner, persistence.

Others: Currently working as a translator/technical and professional fields – English and Portuguese BR/Spanish and English. Specialty: patents, vital records, medical (all fields), dentistry, manuals, marketing research, finance, animal sciences, brochures, forms, vital records, marketing research, biology, criminology, ecology, education, forensic science, forestry, geography, geology, health, medicine (general), psychology, toxicology, molecular biology, oceanography, psychology, taxation, veterinary & zoology.