# AREAS OF EXPERTISE

### Software Localisation, IT, technical, website, hotel & catering, hardware and general marketing material translations

# LANGUAGE PAIR

From English into Brazilian Portuguese

# PROFESSIONAL MEMBERSHIP

Member of ITI (Institute of Translation and Interpreting), London

# EDUCATION

* Degree in Letters with specialisation in English Language and Literature from PUCC (Catholic University of Campinas), Campinas/SP – Brazil (1984 to 1987)
* Diploma in Translation from the Institute of Linguists – Preparation through NEC (National Extension College – Cambridge, UK).(1994-1995)
* First Certificate from Cambridge University - 1991
* Refresher Methodology for English Teachers – International House, London (1990)

# EMPLOYMENT RECORD

|  |  |  |
| --- | --- | --- |
| JOB TITLE | COMPANY | PERIOD |
| Full-time freelance translator | For several agencies and companies, such as:  SDL International, Freedman International, K-International, Jonckers, Softtalk Translations, Alpha Plus,  Context Language Solutions, and many others | Feb04 to present |
| Full-time Brazilian Portuguese Translator & Reviewer (over 4 years)  Part-time Translation Resource Co-ordinator and Project Co-ordinator (4 years) | SDL International plc | Nov95 – Mar00  Mar00-Feb04 |
| Part-time Brazilian Portuguese translator | For several agencies and companies | 1994 to Feb04 |
| Part-time Portuguese Teacher | Reading Adult College | 1994/1995 |

# WORK EXPERIENCE/DUTIES at SDL INTERNATIONAL

*As Full-time Translator and Reviewer*

* Leading of translation projects and allocating freelancers
* Translating/reviewing in the field of software localisation (technical and multimedia)
* Testing of software
* Voice over for multimedia projects
* Linguistic advising in studio

*As Translation Resource Co-ordinator*

1. Resourcing projects using external translators as per client and internal requirements
2. Updating Booking information on database
3. Updating Vendor Team of new projects coming which have specific requirements
4. Use of new translators from database.
5. Passing negotiation to Vendor team
6. Collation of CV’s and organisation of interviews
7. Producing weekly productivity reports

*As Project Co-ordinator*

* Administrative support on projects and the department generally
* Booking of external translation resources and issuing purchase orders
* Effective communication with freelancers on the phone and via e-mail
* Assisting in preparation and update of budgets

# RATES in GBP

Translation (SW, Marketing): 0.070 per word

Translation of Help, Doc: 0.060 per word

Proofreading: 0.020 per word

Hourly rate: £20.00 or negotiable

Minimum Charge: £18.00

# REFERENCES

Upon request