**Luisa de Souza Tostes**

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**Career Summary**

**[2015] Translator (Brazilian Portuguese / English)** **[Lingo24]**

* Part of the team that translated the GTA Travel Agency website.
  + Produced more than 80 thousand words in 15 days.
  + Used the Trados translation tool.

**Achievements:** Produced over 5000 words a day to meet the deadline. Liaised with other translators in order to create a glossary with the tourism/hospitality terms.

**[2011 - ] Translator (Brazilian Portuguese / English)** **[Flash! Idiomas]**

* Translate a wide range of collateral specializing in the more technical aspects of the oil and gas industry.
* Responsible for translating engineering and medical documentation for Statoil, Transocean and Petrobras.
* Quality control of translation output - proof reading and advising on content.
* Produce a minimum of 3000 words per day to meet short deadlines.
* Train interns in use translation tools and best practice.
* Consistent use of MemoQ and Wordfast translation tools.

**Achievements:** Consistently exceeded service delivery targets; becoming subject matter expert for petrochemical sector engineering and legal documentation. Created process flow and reference documentation for oil and gas industry translations.

**[2015 - ] Portuguese Teacher** **[Chapter House]**

* Create and deliver Portuguese classes at beginner and intermediate levels.
* Structure lesson plans and syllabus consistent with Chapter House methodology.
* Deliver post course evaluation and reporting.

**Achievements:** Guided multiple students from absolute beginner level to advanced level. Created lesson plans that have been deployed across the school in all classes.

**[2009 - ] Translator (Brazilian Portuguese / English)** **[Freelance]**

* Undertake a broad range of translation projects ranging from university thesis to legal documents to engineering manuals and everything in between.
* Manage multiple clients with different objectives and deadlines.
* Develop new skill sets to meet the challenge of constantly working in changing diverse sectors.

**Achievements:** Consistently delivered high quality translations on time. Developed new methods to improve output and quality for specific types of documents for different sectors.

**[2014] Translator (Brazilian Portuguese / English)** **[TaxBack.com]**

* Worked as part of a team on the project to translate the entire taxback.com website and documentation from English to Portuguese.
  + Liaised with multiple stakeholders to ensure translations were delivered in spec and on time.
  + Delivered post project reporting.

**Achievements:**  Produced an average of 4500 words per day for the duration of the project to help the team meet the target and deliver on schedule.

**[2010 - 2012] English Teacher [Yes!]**

* Taught English to Brazilian students of all ages and levels
* Delivered lesson plans in accordance with Yes! Curriculum and teaching methodology.
* Created and integrated my own material into support classes.

**Achievements:** Guided the students through the levels, providing all the help they needed in order to succeed in the English language.

**[2006 - 2010] English and Portuguese Teacher [Wizard]**

* Taught Portuguese to expats and English to native Brazilians from all levels from beginner to business level.#
* Followed the Wizard methodology for all classes and created my own material for extra and support classes.
* Aid to coordinator’s work, working as an assistant, taking care of students’ issues and administrative matters.

**Achievements:** Took numerous students from beginner to advanced levels. Developed structure for successfully delivering lesson plans and mentoring students. Took an active role in the training and development of new hires.

**Education**

[**2015] [SDL DUBLIN Roadshow]**

Course on techniques involved with the SDL Trados translation tool

**[2013] [Eden School of English]** Business English course.

**[2012] [Flash! Idiomas]**

Advanced Wordfast and MemoQ translation tool techniques.

**[2004] [Universidade Estácio de Sá]**

Diploma in Portuguese and English languages

REFERENCES AVAILABLE ON REQUEST