**Carolina Victorino Hasterreiter Mattos**

Brazilian, single, 26 years old.

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# QUALIFICATIONS

* Brasas English Course - Rio de Janeiro
* Universidade Federal do Rio de Janeiro (UFRJ) – Languages – Portuguese/English (incomplete)
* Universidade Nove de Julho – Translation and Interpretation – Portuguese/English (attending)

# PROFESSIONAL EXPERIENCE

* **Easy TS Freelance Translator (March 2020 – Currently)**

I work translating personal documents in the language pairs of English / Portuguese. I often work with Matecat and Smartcat.

* **Easy TS Intern (August 2018 – March 2020)**

I work as an intern translator of personal documents in English / Portuguese.

As the more experienced intern on the team, in January 2020 I replaced my boss during her 1-month vacation. In the position of Project Proofreader, I took on responsibilities where I dealt directly with clients and superiors, meeting short deadlines, managing the team and collaborating with other colleagues and team chief reviewers.

* **Intern English teacher at Espaço Z, with methodology “The Kids Club” (March 2017 - June 2017)**

Through methodology aimed at children from 2 to 12 years old, teach with fun activities.

* **Passenger Agent at Proair serving Air Canada (July 2016 - October 2016)**

Work with passenger check-in and boarding system (Brazilian, American and Canadian), Customer Service, technical and administrative tasks of the flight.

* **Passenger Agent at Proair serving Delta Airlines (February 2014 - June 2016)**

Customer Service for Gol Linhas Aéreas and Delta Airlines passengers (partner companies) at Rio de Janeiro International Airport (Galeão).

* **Administrative Receptionist at H. Stern (January 2013 - February 2014)**

Assist salespeople during sales and perform administrative work within the jewelry store, such as ordering material, opening sales in the system, among others.