



Europass-Curriculum Vitae



Personal Information

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Nationality	Portuguese and South African
Date of Birth	05 November 1972

Experiência profissional

Dates	Since 2011
Occupation or position held	Freelance Translator
Main activities and responsibilities	Translation and proofreading of technical, publicity, legal and general texts and monthly newsletters.
Name and address of employer	Veritas Translations (UK)
Type of business or sector	Translation Agency
Dates	Since 2010
Occupation or position held	Freelance Translator
Main activities and responsibilities	Translation of the Monthly Reports on the construction/enlargement of the roads in Alentejo and Algarve.
Name and address of employer	Edifer Dragados Tecnovia Conduril – Rodovias do Algarve Litoral ACE, Algarve, Portugal
Type of business or sector	Construction
Dates	Since 2009
Occupation or position held	Freelance Translator
Main activities and responsibilities	Translation and proofreading of technical, publicity, legal and general texts and monthly newsletters.
Name and address of employer	Elanex (California, USA)
Type of business or sector	Translation Agency
Dates	Since 2008
Occupation or position held	English Teacher and Freelance Translator
Main activities and responsibilities	English teaching to all levels, preparing students for the FCE, CAE and CPE exams, and translation of several documents.
Name and address of employer	Centro Europeu de Línguas / Tradinter - Lisbon, Portugal
Type of business or sector	Language School and Translation Agency

Dates	Since July 2008
Occupation or position held	Marketing and Administration Manager
Main activities and responsibilities	Responsible for all publicity, creation and handling of the corporate image, creation and update of the webpage (www.ianmcmahon.net), insert, brochure and ad design, article writing, writing and sending the newsletter to the clients, and also the translation to and from English and Portuguese of the Consultancy Reports, Market Surveys, and all legal documents. Collaborated in the implementation of the Primark Stores chain and Hotel Hilton (Quinta do Lago) in Portugal.
Name and address of employer	Ian McMahon, Lda (Lisbon, Portugal)
Type of business or sector	Property Investment and Consultancy
Dates	January 2008 to July 2008
Occupation or position held	Marketing Manager and Personal Assistant to the Managing Director
Main activities and responsibilities	Personal Assistant: management of the Managing Director's agenda Marketing Manager: Responsible for all publicity in the media concerning the company and its products, insert design, ad design, article writing, publication of the PERI Actualidade and PERI Interna magazines, and also translation into Portuguese of the product catalogues, Webpage and helping organise Rock in Rio.
Name and address of employer	PERIcofragens Portugal (Queijas, Portugal)
Type of business or sector	Scaffold and Formwork Suppliers
Dates	June 2006 to August 2007 (<i>Closing of the Portuguese office</i>)
Occupation or position held	Personal Assistant to the Iberian Manager and Translator
Main activities and responsibilities	Personal Assistant: Agenda, Placing orders, Managing logistic issues with France and Spain Translator: Translation of user manuals for Sagem mobile phones, photoprinters and digital frames, and Philips faxes (the brand was purchased by Sagem)
Name and address of employer	Sagem Portugal (Lisbon, Portugal)
Type of business or sector	Telecommunications
Dates	July 2005 to March 2006 (<i>Addecco Temp</i>)
Occupation or position held	Personal Assistant to the ISP Department Manager and Translator
Main activities and responsibilities	Personal Assistant: Agenda, Placing orders, Contact with clients Translator: Translation of legal documents for the Legal and Human Resources Departments
Name and address of employer	LG Electronics Portugal(Oeiras, Portugal)
Type of business or sector	Electrical Appliances, Telecommunications and Computers
Dates	April to July 2005 (<i>Replacement due to Maternity Leave</i>)
Occupation or position held	Personal Assistant to the General Manager, Jorge Coelho and Translator
Main activities and responsibilities	Personal Assistant: Agenda, Contact with foreign clients Translator: Translation into English and Spanish of the consultancy and management reports
Name and address of employer	Congetmark - Consultoria, Estudos e Management, Lda (Lisbon, Portugal)
Type of business or sector	Company Consultancy
Dates	September 2002 to June 2003
Occupation or position held	English teacher
Main activities and responsibilities	Teaching English to levels I, II, III and IV – children and adult classes
Name and address of employer	Calap, Lda. (Bobadela, Portugal)
Type of business or sector	Language School

Dates	December 1999 to July 2002
Occupation or position held	Press-Officer, Publicist and Official Translator
Main activities and responsibilities	Writing of the Embassy's monthly newsletter, Daily translation of press articles on Cyprus and the EU and translation of contracts and agreements between the Ministries of the Republic of Cyprus and others of the EU, including Portugal, Writing of the Ambassador's speeches and of the books on the political and cultural aspects of Cyprus, Contacting the press, Event organisation (i.e: occasional receptions, National party).
Name and address of employer	Embassy of the Republic of Cyprus in Lisbon (Lisbon, Portugal)
Type of business or sector	Diplomatic Mission
Dates	May 1997 to December 1999
Occupation or position held	Personal Assistant to the Managing Director and later Press-Officer and Public Relations
Main activities and responsibilities	Market study translations, Publicity and info brochure design, Disclosure of the company in the media
Name and address of employer	Knight Frank Portugal, Sociedade de Mediação Imobiliária, SA (Lisbon, Portugal)
Type of business or sector	Property Consultancy

Education and training

Dates	1991 - 1995
Title of qualification awarded	University Degree in Translation and Interpretation
Name and type of organisation providing education and training	Universidade Autónoma de Lisboa – Luís de Camões
Level in national or international classification	14.1

Personal skills and competences

Mother tongue(s) **Portuguese and English**

Other language(s)

Self-assessment
European level ()*

French

Spanish

Understanding				Speaking				Writing	
Listening		Reading		Spoken interaction		Spoken production			
C2	Very good		Very good	B1	Good	B1	Good	B1	Good
C2	Very good		Very good	B1	Good	B1	Average	B1	Average

(*) *Common European Framework of Reference for Languages*

Social skills and competences	Organising events and working with the media and as freelance public relations
Computer skills and competences	Conhecimentos informáticos ao nível do utilizador: Word, Excel, PowerPoint, Access, Publisher, QuarkExpress, PageMaker, Framemaker, Photoshop, CorelDraw, Outlook, Internet, SAP.
Artistic skills and competences	Drawing and painting. Clothes designing and sewing and accessory design. Stylist. Interior decorating.
Driver's Licence	L-1781777 0
Attachments	Other companies I work or worked with as freelance technical translator and language teacher

Professional Experience as como Freelance Translator and Language Teacher

Translator

Translations from English, French and Spanish to Portuguese
Translations from Portuguese, French and Spanish to English

Language Teacher

English Classes – companies and private lessons
Portuguese for Foreigners - companies and private lessons

Client	Type of Translation
<ul style="list-style-type: none"> Instituto Superior Técnico..... Yves Saint Laurent Electrolux-AEG Melo & Liz Designers..... ExpoSalão Würth Opel Citroen Mitsubishi Tabaqueira BAT – British American Tobacco Siemens Shell NEC Portugal Telecom..... Nokia CTT Iturri Pfizer Schering-Plough Solvay Cimpor REN Autoridade da Concorrência Câmara dos Despachantes Oficiais Sport Lisboa e Benfica – Futebol SAD Governo de Macau Hotéis Camões Lexmark LG Freeport Retail Leisure Portugal 	<ul style="list-style-type: none"> Teacher Speeches for Conventions Abroad Product Info Flyers User Manuals Architecture Technical Documents Info Documents on Exhibitions Training Manuals User and Training Manuals User and Training Manuals User and Training Manuals Legal, Human Resources and Training User Manuals Marketing Presentations and Documents for the Human Resources User and Training Manuals, Public Bids Legal Documents, Public Bids Legal Documents, Public Bids Legal Documents, Human Resources, Public Bids User Manuals, Public Bids Training Manuals, Human Resources Catalogues and Training Manuals Legal Documents, Public Bids, Info Flyers Legal Documents, Public Bids, Info Flyers Info Flyers – Classes of Portuguese for Foreigners Legal Documents, Public Bids, Human Resources and Technical Specifications Legal Documents Legal Documents Legal Documents, Interpretation Legal Documents Website Catalogues and Company Strategy User Manuals, Legal Documents, Human Resources Documents on the construction of the Freeport Retail-Leisure Designer Outlet in Alcochete, Technical and Non-technical, Quality and Environmental Reports and some legal documents
<ul style="list-style-type: none"> ILM – International Leisure Management Portugal 	<ul style="list-style-type: none"> Market studies and marketing and final project commercial feasibility proposals and public bids, among which are: Outline Base Business Plan for the Palácio Belmonte Private Club, the Smart Park sale and marketing report for Sociedade Gestora de Participações Sociais, S.A and the Ulmais Park Development Project for Tomás de Oliveira, S.A.
<ul style="list-style-type: none"> Tomás de Oliveira Donaldson's Portugal Somague Ferrovial Sonae/Torraltá Caixa de Crédito Agrícola Delphi - Sistema de Fabrico de Peças e Componentes Automóveis Medis Código Europeu Contra o Cancro Fundação de Arte e Ambiente Mihajlo Bajlony Banco de Portugal 	<ul style="list-style-type: none"> Public Bids and Technical Specifications Publicity Articles and Mailings Public Bids and Technical Specifications Training Manuals, Public Bids and Technical Specifications Proposal for Purchase and Development of Torralta Articles of Association Projects for implementation, operation and human resources of the US factory
<ul style="list-style-type: none"> Editora Pergaminho Phil Keywit ULMA BASF Sagem Congetmark / Dr. Jorge Coelho 	<ul style="list-style-type: none"> Linha Medis – when the health insurance company opened in Portugal Booklets and Campaign Foundation Articles of Association and assets, and will and testament of its founder, Gordana Bajlony
	<ul style="list-style-type: none"> Project for implementation of the new plan for restructuring of the Human Resources Department
	<ul style="list-style-type: none"> Books on Alternative Medicine and Mysticism Websites: Terapia Global da Gagueira www.gagueira.ch and Biopetrol (under construction) Private classes - Portuguese for Foreigners Private classes - English User Manuals, Legal Documents, Human Resources Market and Consultancy Surveysa