

José Armando Faria Alves Casquilho

Personal Information

- Date of Birth : 27/MAY/1967
- Place of Birth : Lisbon, Portugal
- Civil Status: Married

Literary Qualifications

Training Establishment: Colégio Militar (**Military College**) (12th year: average of 16 marks)

1985 - 1989

Faculty of Veterinary Medicine

Lisbon

- Attendance in the third Year of the Veterinary Medicine course.

Languages

English

- Reading, written and spoken (Level 7 of Secondary school; subject always taught by Teachers of English language)
- Since March 1990, **Scientific technical translations** (expert reports and training material) for several companies in the pharmaceutical field and for privates, as well as translation of other documents. Technical translation in the area of Computing and IT (official translator of Compaq Computer and HP in Portugal). Regular work official translation supplier for own clients and major translation agencies in Europe and USA

French

- Reading, written and spoken (the subject was always taught by Teachers of the French language)
- Since March 1992, performed and carried out **technical and general translations** of various documents, having collaborated in the translation of various documents for the Expo 98. Regular work for own clients and major translation agencies in Europe and USA

Spanish

- Reading and spoken fluent (learning fruit of familiarity and intimacy with a Spanish family for 6 years);
- My professional activity in BIMBO - PRODUTOS ALIMENTARES, S.A., lead me to the familiarity, intimacy and professional relationships with numerous colleagues of the Spanish language, as well as to the translation of diverse documentation in the commercial area of training.
- Since March 1992, performed and carried out **technical and general translations** of various documents, having collaborated in the translation of documentation for the Expo 98. Technical translation in the areas of Civil Engineering and Mechanics, as well as translation of various documents for translation agencies in Spain.

Professional Experience

March-May 1990

GENERAL MANAGEMENT OF BASIC TEACHING – **Ministry of Education**

Lisbon

- **Installation** of various tens of personal computers.
- **Formation** of the technicians and of the teaching staff: Computing, DOS environment, Word Processors and Spreadsheets.
- Translation of software equipment manuals.

1991-1992

ALICO - Portugal, *American Life Insurance Company*

Lisbon

- **Insurance Agent**, Commercial Sector, Consultant role

(6 of September 1991-6 of April 1992)

1990-to the present date

- **Translator of Technical Documentation** – beginning of activity (English-Portuguese and French-Portuguese) in the areas of Medicine, Pharmacology and Veterinary Medicine (reports of experts about documentation on Pharmacology, Clinical and toxicology, and training/development material); activity, from 1st of March, was performed in part time, in virtue of the activity in the ALICO-Portugal, becoming full time on 6th of April, when, by choice, I stopped my role as Insurance Consultant at ALICO.

(1st of March 1992 to the present date)

- **Enlargement of the scope of the activity of Translator:** I began covering the following areas: Computing, Medicine, Pharmacology, Veterinary Medicine, Marketing, Insurance and other areas, working with the co-operation of professionals of the sectors of the respective areas of translation. Completion of more than 2000 translation jobs (more than 10 million words) of English, Spanish and French to Portuguese, in the Areas of Medicine, Pharmacology, Veterinary Medicine, Computing, Civil Engineering and Mechanics, Marketing and General Areas. External Translator designated by the various departments of Compaq Computers and HP in Portugal.

(1st of January 1991)

Other Qualifications

1985-1989

- Graphic elaboration and with Word Processing of academic works, ordered by other students of the University faculty.

1991-1992

ALICO - Portugal, *American Life Insurance Company*

Lisbon

- Training Courses in sales and Insurance agency, all areas.

1994 - 1997

BIMBO - PRODUTOS ALIMENTARES, LDA.

Cacém

- Participation in various sales courses, merchandising and commercial management of products and clients, two of which were taught by the by the OVERLAP, Venezuelan company specialising in this type of training course.
- Various Productions prizes obtained in internal/inter-company competitions.

Other Activities / Knowledge

- **COMPUTING**

- ⇒ **Operative Systems:**

- MS-DOS: exhaustive user knowledge, management and development of operations, fruit of the use at professional level since 1987.
 - MS-Windows: professional use since its appearance, from version 1.0 to the Windows XP.

- ⇒ **Word Processing Text**

- IBM-DisplayWrite 4.0: professional use since March 1992 (translations).
 - Word for Windows: professional use since March 1990 (translations and professional application).
 - AmiPro: professional use since March 1992 (translations and professional).
 - WordStar: 6 years of experience- regular elaboration of texts in the English and Portuguese languages.
 - Word Perfect: following use of WordStar, by preference of clients (90's).

- ⇒ **Spreadsheets**

- Excel: profound user and programming knowledge, fruit of professional application since March 1990.
 - Lotus 1-2-3 and 4: effective knowledge of use, whether in the construction of spreadsheets or in the elaboration of respective graphics to the processed data.

- ⇒ **Graphic Composition/Design**

- PowerPoint: knowledge of its use and application at professional level.
 - CorelDraw: validated knowledge.
 - Harvard Graphics, Show Partner Graphics Editor, and PaintBrush: exhaustive use for 6 years.

- ⇒ **Communications, NetMeeting, FTP, Internet**

- Microsoft Internet Explorer: exhaustive and daily use, for exchange of information and professional application.
 - Creation of WebPages (HTML and DHTML language) *chats on-line*; exchange of e-mail around the world.

- ⇒ **Computer Aided Translation software**

- Trados and SDL Trados: daily exhaustive use, for exchange of information and professional application.
 - Wordfast: some experience, for exchange of information and professional application.

Interests and Activities

Veterinary Medicine, RC airplanes, computing, environmental protection, marketing, cinema

Spare time

Aero modelling, Go - karting, table-football, and reading science and science fiction matter.