



# *Curriculum Vitae*

*from*

## *Fernanda I. O. Sarrico Lúcio*

### 1. PERSONAL INFORMATION

**NATIONALITY:** PORTUGUESE  
**DATE OF BIRTH:** April 14<sup>th</sup>, 1972  
**PLACE OF BIRTH:** Mozambique (moved to Portugal at the age of 3)  
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### 2. EDUCATION

- ✎ M.A. in Modern Languages and Literature, English and German Philology, with 3 years specialization in Translation, by the Faculty of Arts from the University of Oporto (Portugal)

### 3. ADDITIONAL QUALIFICATIONS

- ✎ Certificate in English Teaching and Training, by the Portuguese National Institute for Employment and Professional Training
- ✎ Course in Graphical Edition and DTP (PowerPoint, PaintBrush, PaintShop, CorelDraw, Adobe Acrobat Reader and Deluxe)
- ✎ Dutch Course (Level 6), by the Language Institute from the University of Gent (Belgium)
- ✎ Workshop on Translation Tools (Trados), at Terralingua, Inc., California (USA)

### 4. COMPUTER EXPERTISE

- ✎ Excellent knowledge and plenty of experience in Windows 95/98/2000/XP (including all Office applications – Word, Excel, etc.), as well as Internet tools (E-mail; e-Fax; FTP, HTML; browsers – both Internet Explorer and Netscape Navigator; on-line dictionaries, etc.)
- ✎ Excellent knowledge and plenty of experience in translation tools (TRADOS, SDLX, STAR TRANSIT, FOREIGN DESK, TRANSLATOR STUDIO, etc.)

## 5. LANGUAGES

- ↵ Mother tongue: Portuguese
- ↵ Fluency in English
- ↵ Good level in French
- ↵ Good level in German
- ↵ Average level in Dutch
- ↵ Good understanding of Spanish

## 6. TRANSLATION EXPERIENCE

**From November 1998 to August 2000** – Both In-house and Off-site Managing Translator and Project Manager for TERRALINGUA, INC. (a translation agency based in California – USA), being responsible for the project coordination, human resources management and quality control of all European Portuguese translation jobs, as well as linguistic editing and technical proofing.

**Since 1995 up to current date** – Freelance translator, working for several Portuguese and American translation agencies, companies and Government institutions; involved in the translation/editing of numerous manuals and technical documentation in the following areas of expertise: IT/software/computers; marketing/legal/financial; medicine & medical instrumentation; pharmaceutical & biochemistry; mechanical engineering & automotive industry.

## 7. MAJOR CLIENTS

### **Medicine/Medical Instrumentation/Pharmaceutical:**

Ventana Medical Systems; Beckman Coulter; Bayer; OneLambda; Sigma; Seradyn; BioMérieux; BDD; W.L.Gore; Respirationics; 3M; Chiron; Nonin; Acromed; Dade-Behring; MediSense; i-STAT; Sulzer Carbomedics; Agouron Pharmaceuticals; Medtronic; Abbott Laboratories; Agilent Technologies; Lucent Technologies; etc.

### **IT/Software/Computers:**

Ericsson; Microsoft; Intel; HP; Katun; ESS; 3M; TIW Telecommunications; PT Telecom; Nokia; Siemens; Sun Enterprises; etc.

### **Marketing/Legal/Financial:**

Continental Airlines; Barclays Bank; Andersen; etc.

### **Mechanical/Automotive Industry:**

Opel; Rover; Chrysler Jeep; Vermeer; Manitowoc Cranes; John Deere; Bombardier; etc.

## 8. OTHER WORKING EXPERIENCE

**From 1994 to 1998** – Standard English teaching and technical language training in several public schools and private companies in Portugal.

## 9. ADDITIONAL RELEVANT EXPERIENCE

- ✍ Participation in several Translation Meetings since March, 1998.
- ✍ 1 year trainee in a well known Portuguese company (Efacec, SA) doing the translation of manuals for its electrical engineering department.
- ✍ Participation in the Exchange Program Erasmus/Iris, which consisted in a 1-year stay in Gent (Belgium) to learn the Dutch language (6 level course completed with the highest grade).
- ✍ Participation in a Portuguese-German Exchange Program, promoted by the University of Oporto, which consisted in a 3-month stay in Freiburg (Germany) to further develop the previously acquired knowledge of German language and culture, particularly on the Black Forest region.

## 10. EQUIPMENT

### ✍ HARDWARE:

- PC: Toshiba Satellite Pro M10, Centrino 1700 MHz, 512 MB RAM, 60 GB Hard Disk
- PC: Acer 1700i3SC, Pentium IV, 2600 MHz, 512 MB RAM, 80 GB Hard Disk
- ADSL modem
- Fax / Printer / Scanner / CD-writer

### ✍ GENERAL SOFTWARE:

- Windows XP, Office XP (complete package)
- Adobe Acrobat 5.0
- WinZip 8.0
- PGP 6.5.3 (encryption software)
- Secure FX 2.0 (FTP software)
- eFax Messenger Plus 2.0

### ✍ TRANSLATION SOFTWARE:

- Trados Freelance Edition 5.5 (complete package)
- SDLX Translation Suite 2003 (full version)
- Uniscape Translator Studio 1.2.5.2
- Foreign Desk 5.2.0
- FLiP 3 (Spellchecker for Portuguese, English, French, German, Spanish, and Italian)
- English/Portuguese Dictionaries (Verbo; Porto Editora)