

Maria Luisa Duarte

Translation Services

> **Native Language(s):**

Portuguese and English (British).

> **Target Language(s):**

Portuguese, and English (British).

> **Source Language(s):**

French, Portuguese, Spanish, and English (British).

> **Service Type(s):**

Translation Services and Proofreading/copywriting.

> **Education:**

1984 to 1988 University of South Africa (UNISA).
Graduated in Philosophy and Masters in English, Portuguese and French.

1993 to 1995 Official School of Languages Deusto, Bilbao, Spain.

Diploma in the studies of the Spanish Language.

1997 to 1999 Ministere de L'Education Nationale Republique Française.

Diploma in the studies of the French Language..

> **Specialization(s):**

Advertisement/Marketing, Automation/Engineering, Patents/Intellectual Property, Financial/Economics, Insurance, Computers/IT, Legal, Instructions/Manuals, and Real Estate.

> **Software:**

Adobe Acrobat Professional, Adobe Photoshop, Microsoft Office , WordFast, Trados 7 and Microsoft Works.

> **Certifications and Professional Affiliations:**

Credentials

French to Portuguese (Ecole superieure d'interpretes et de traducteurs)

Portuguese to English (South African Translators' Institute / Suid-Afrikaanse Vertalersinstituut)

English to Portuguese (South African Translators' Institute / Suid-Afrikaanse Vertalersinstituut)

Spanish to English (Agrupación de Intérpretes de Conferencia de España)

Spanish to Portuguese (Agrupación de Intérpretes de Conferencia de España)

Memberships ATA, NYCT, SATI / SAVI



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Request quotation

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> Relevant Translation Experience:

In the Iron and Steel industries, Building and Construction, Energy Distribution, Electrical, Electronic and Mechanical Engineering, Legal, Import and Export Trade, Tourism, Advertising, Marketing and Insurances. ISO 9001 and 2000 Quality Standards

> Additional Skills:

Product Manuals, Tender Documents, Contractual Technical Specifications, Commercial and Financial Conditions .
Operation, Maintenance, After Sales, Product Training and Quality Control Manuals.

>Clients:

Steel Production Companies, Manufacturing and Engineering Companies, Insurance Companies, Consulting and Legal Firms.
Police and government institutions:

>Past Experience:Formerly Financial Director of Two Companies (Import / Export) and (Electrical / Mechanical, manufacturing and Installation of Industrial Machinery).
Import and Export Documentation, Letters of Credit, Bills of Lading, Packing Lists, Invoices etc.

As a translator worked in Luxembourg for a Financial & Investment Company, also collaborated with a local magazine directed at the Portuguese / Spanish communities residing in Luxembourg. In Portugal carried out translations for Insurance Companies, Consulting and Legal Firms.

Presently I work as translator interpreter in Spain for Steel Production Companies, Manufacturing and Engineering Companies, Police and Legal Matters. Inter European Insurance Claims, Traffic Offences, Fines etc.
Technical Specifications for the Electrical and Mechanical Sections for: Arc Furnace, Ladle Reheating Furnaces
Continuous Casting Plant, Thin Strip Hot Rolling Mill, Cold rolling Mill, Galvanizing and Tin Lines. Automation, Software Development User Manuals. Functional Descriptions and Functional Analysis.

>Presently:

I always carry out an in-depth Web research on the subject, in order to ensure that what is being translated is consistent and the terminology uniform throughout.
Additional, a glossary is compiled with every project and handed over to the client, to enable a quick cross-reference and assist with changes when required.
Per word rates: 0,06 to 0,10 EUR, source word.
Proof-reading: 20-30 EUR. Per hour.
Availability: 24 hours per day 7 days per week.
Years of translation experience: 12
Word output per day: 2000-3000 (varies according to subject) 3 times as much for proofreading.

> Location:

Bilbao (Spain)