



Personal information

First name(s) / Surname(s) **Sofia da Silva Costa**

Nationality Portuguese

Date of birth February 17th 1969

Gender Female

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Occupational field **Translator**

Work experience Freelance translator since 1987

Dates Since 2015

Occupation or position held Freelance external translator at **AdVerbum**

Main activities and responsibilities Translation from English, German, and French into Portuguese

Name and address of employer AdVerbum Balozu Street 11, Riga, LV-1048, Lituânia

Work volume in the previous year Over 40.000 words

Type of business or sector Translation Agency

Dates Since 2014

Occupation or position held Freelance external translator at **Global Voices**

Main activities and responsibilities Translation from English, German, and French into Portuguese

Name and address of employer Global Voices Scion House, Innovation Park, Stirling FK9 4NF, UK

Work volume in the previous year Over 80.000 words

Type of business or sector Translation Agency

Dates Since 2014

Occupation or position held Freelance external translator at **Bluelion Language Services**

Main activities and responsibilities Translation from English, German, and French into Portuguese

Name and address of employer Bluelion Language Services, POB 160, Rishon Le-Zion, Israel

Work volume in the previous year 40.000 words

Type of business or sector Translation Agency

Dates	Since 2014
Occupation or position held	Freelance external translator at Calitema, Gabinete de Traduções Lda
Main activities and responsibilities	Translation from English, German Specifications for civil engineering projects
Name and address of employer	Calitema, Gabinete de Traduções, Lda; Rua Conde das Antas, 22 A e B, Lisboa, Portugal
Work volume in the previous year	50.000 words
Type of business or sector	Translation Agency
Dates	Since 2010.
Occupation or position held	Freelance external translator at Philos
Main activities and responsibilities	Translation from English, German, and French into Portuguese of medical texts and others
Name and address of employer	Philos Comunicação Global R. Dr. Pedro de Sousa, 728 H6; 4100-389 Porto; Portugal
Work volume in the previous year	35.000 words
Type of business or sector	Translation Agency
Dates	Since 1997
Occupation or position held	Freelance external translator at Seprotect
Main activities and responsibilities	Translation from English, German, and French into Portuguese of patents
Name and address of employer	Seprotect Traducción e Interpretación; C/ Valle de Alcudia, 3 - 3º Planta 28230 Las Rozas – Madrid Spain
Work volume in the previous year	6.000 words
Type of business or sector	Translation Agency

Education and training

Dates	1987-1994
Title of qualification awarded	Licenciatura (equivalent to BA (Hons))
Principal subjects/occupational skills covered	Portuguese and German, Language and Literature, specialised in translations
Name and type of organization providing education and training	Universidade Nova de Lisboa, Faculdade de Ciências Sociais e Humanas
Dates	1992 (Summer semester)
Title of qualification awarded	ERASMUS exchange
Principal subjects/occupational skills covered	German language as foreign language, German medieval literature;
Name and type of organization providing education and training	Universität Hamburg
Date	1994
Title of qualification awarded	Certificate in Advanced English (Certificate Grade B)
Principal subjects/occupational skills covered	English for foreigners
Name and type of organization providing education and training	British Council
Date	1994
Title of qualification awarded	Project Manager on Information Systems
Principal subjects/occupational skills covered	Windows; Word; Excel, PowerPoint; Access; Project Manager; Network connections
Name and type of organization providing education and training	FUNDETEC

Date 2001

Title of qualification awarded Translation and New Technologies

Principal subjects/occupational skills covered Tradumatics; Terminology management; Internet Browsers and Introduction to CAT tools

Name and type of organization providing education and training Instituto Camões & Universitat Autònoma de Barcelona

Date 2004

Title of qualification awarded TRADOS Workbench

Principal subjects/occupational skills covered Workbench; TagEditor; Winalign

Name and type of organization providing education and training HCR - Informática e Traduções

Date 2007-2008

Title of qualification awarded English to Portuguese Translation Course (60 hours)

Principal subjects/occupational skills covered Translation from English into Portuguese of literary, information and technical texts.

Name and type of organization providing education and training British Council Lisbon

Personal skills and competences

Mother tongue(s) **Portuguese**

Other language(s)

Self-assessment
European level ()*

English

German

French

Spanish

Italian

Understanding				Speaking				Writing	
Listening		Reading		Spoken interaction		Spoken production			
C1	Proficient User	C1	Proficient User	C1	Proficient User	C1	Proficient User	C1	Proficient User
B1	Independent User	B2	Independent User	B1	Independent User	B1	Independent User	B1	Independent User
B1	Independent User	B1	Independent User	B1	Independent User	B1	Independent User	A2	Basic user
B1	Independent User	B1	Independent User	B1	Independent User	B1	Independent User	A2	Basic user
B1	Independent User	B1	Independent User	B1	Independent User	B1	Independent User	A2	Basic user

(*) [Common European Framework of Reference for Languages](#)

Computer skills and competences Deeply familiarized with Office, Word, IT skills: Microsoft Outlook, Internet Explorer; Dropbox, Filezilla

CAT knowledge Regular user of MemoQ, Studio (Workbench, TagEditor, WinAlign; Multiterm),,, Translators Workspace and XliffEditor
Occasional contact with other CAT tools like Idiomserver, Transit, Passolo

Other skills and competences 1995 Clerical Officer at Sociedade Portuguesa de Autores (copyright and royalties management cooperative)
Joined in-house translation teams on several occasions, including as project manager.
2009 Reviewer in Lux Magazine

Additional relevant projects Translation several operators and software instructions manuals of medical equipment, user's product information and marketing training manuals,
Opel marketing manuals translation at **ELFP**
Ford-Volkswagen glossary organization
In-house proofreader for **Lux** magazine
Translation of legal documents from English and German into Portuguese for **Sociedade Rebelo de Sousa and Lenia Lawyers**
Translation of legal and financial news for **Lexpoint, Informação Jurídica Online**
Translation of online service training for Apple at **Guia Traduções**