

## Curriculum Vitae

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### Academic Background

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2004 BA (4 years) in Modern Languages and Literature, Portuguese and English Studies at the Faculty of Letters, University of Lisbon  
1984 CPE issued by Cambridge ESOL  
1982 FCE issued by Cambridge ESOL

### Translation – Language Pairs

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English – Portuguese (European) > *main*  
French – Portuguese (European) > *medium level*

### CAT Tools, IT Skills, Software & Web connection

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TRADOS 5 & 7, Passolo, Star Transit  
SDLX Professional 2005, Idiom  
MS Office 2003, basic HTML  
Adobe FrameMaker 7 + Acrobat 6 Pro + Illustrator CS  
AVG Anti-Virus 8  
24/7 ADSL connection, 12 Mbps + Mobile connection

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**Services Provided**

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Software localisation  
Translation  
Editing/Proofreading  
Localisation PTB > PTE  
DTP (Multilingual)

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**Professional Training on Translation**

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2006 Industrial Residues Management – CENCAL (30 hours)  
2006 Environmental Management, ISO 14001:2004 - CENCAL (30 hours)  
2006 Workshop on Medical Translation – Tradulínguas/British Council (6 hours)  
2005 Translation Theory – APT (Portuguese Association of Translators) (36 hours)

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**Professional Training (Other)**

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1999 Call Center – Vodafone (40 hours)  
Customers Support – Egor/Sonae (40 hours)  
1986 Cobol Programming – Tecla (160 hours)

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**Translation-related History**

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Website (partial) on publishing  
Press articles on Classical Dance  
Apple applications' help for Mac  
EU online documents  
Training course for a shipping company  
Entreprise management application (co-pm, proofreading, translation)  
Website on royalty-free images (translation, proofreading and testing)  
Website on genealogy (translation, proofreading and testing)  
Operating System UI for Mac  
Investigative Software localisation (supervisor and proofreader)  
Software UI, User Guides and Graphics localisation  
Audio & video appliances UI and guides for a major manufacturer  
Presentation on Health & Safety  
Laptop User Guide  
Printed article on Education

Guides on Teaching, Classical Dance and Fitness  
Pharmaceutical and Chemical (MSDS) documents  
Website (partial) and religious documents on HIV/AIDS  
Website articles on Criminal Investigation  
Marketing, Newsletters, Press Releases  
DTP in FrameMaker, client-provided layouts

*Participation in long-term projects:*

Co-PM, reviewing and translation of enterprise management software (Jan 2008 to date);

Translation of a new operating system release for a major computer manufacturer and applications' help (Dec 2006 to date);

Translation and proofreading of a Distant Learning Course on Dance Teaching for a renowned UK company (Nov 2005 to date);

Project manager and proofreader of Windows-based investigative software developed by i2, Ltd UK (in-house: Jun 2004 to Oct 2005; freelance: Nov 2005 to May 2007)

August 2005

Freelance translator, alongside previous project management until March 2007.

June 2004

Joined the in-house team for a major localization project of several English applications into European and Brazilian Portuguese. Duties covered translation, proofreading, DTP, scheduling and task status tracking. Appointed team leader on January 2005.

2003-2004

Full-time student, University graduation.

## **Previous Employment**

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2001 Pathology Laboratory Secretary (2 years)

1998 Outsourcing: Alcatel/Vodafone (3 years)

1997 Architectural & Interior Design Secretary (10 months)

1993 Stationery Shop Manager (4 years)

1986 Shipping Agency Officer (7 years)

## **Personal Features**

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Highly responsible and accurate; both self-starter and real team player; meticulous and deadline-driven; very open to new challenges.

Marina M. R. Oliveira  
April 2009