

# Neide Kimiko Navai

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Brazilian  
Single, 27 years old  
CPF: 851.819.861-53  
RG: 1.802.119 – SSP/DF

**OBJECTIVES:** To work as a freelance translator/interpreter (**ENGLISH – PORTUGUESE – SPANISH**)

## 1. Skills

- Consultant specialized in translation/localization from English/Portuguese/Spanish, with a BA in Business Administration – Marketing at ESPM (São Paulo – Brazil). IT translation specialist, working at the core players of the market today.
- Responsible for translation, team training and resource management in finance, marketing, IT and telecom, calculating translators' productivity, deadlines and general costs and defining quality assurance and production methods.
- Trained in NetSuite as a system administrator, with knowledge of some other ERPs. Proficient in Windows and Office package, along with many translation software products.
- Experience abroad (USA, Europe and Latin America), highly adaptable.
- Attention to details, organization and discipline.
- **Preferences: business and marketing, software, finance, scientific areas, cultural jobs, training in general.**
- Specific training for simultaneous interpretation at Alumni – São Paulo.
- Available to travel overseas for projects. Valid US visa.

## 2. Professional Experience

### **FREELANCE PROJECTS**

- 3M – Violence Prevention in the Workplace Guidelines
- Olympus - Technical Manuals - endoscopes
- Philips – Technical websites – MRI
- McKinsey – Several presentations and international documents
- Nokia – Business presentations
- Visa – several docs, including entire campaigns for Visa Infinite, brand architecture presentations, among others
- Special Olympics – international rules for Olympic games for people with disabilities
- Netg – online business courses
- PeopleSoft – PeopleBooks on Human Resources
- Mangels - Website
- Bradesco – compensation policies
- Sadia – several business and marketing documents
- John Deere – technical manuals
- Ely Lilly – abstracts for medical texts
- Ecolab – technical manuals
- Dan Brown - Documentary about the book Angels and Demons – Transcription of DVD and interpretation for the team
- Qoolqee - Mp3 player user's manual and Interface
- DCB - Venezuela - Financial reports
- Shipping software
- FMC Foodtech - Technical manuals
- Microsoft – BDs, windows original campaigns, etc.
- Metso Drives - Technical documentation for hydraulic pumps
- Mercury Software – Press releases, promotional material, etc.

### **MAIN INTERPRETATION CLIENTS**

- Ministry of Foreign Relations – Brazil;
- OECD (OCDE);
- Procter and Gamble – business (training)
- UNICEF;
- Dow Chemicals – chemicals (trainings);
- Siemens – telecom (trainings);
- International Bank for Development;

- Brazilian Group at the festival “Sharing the Voices” , in Canada;
- Kidde International – chemicals (trainings);
- Xsys – printing solutions – (workshops);
- Granotech – biotechnology (meetings and workshops)

**06.2004 – 12.2004**

**BOWNE GLOBAL SOLUTIONS (São Paulo, SP)**



**Business:** Translation/localization solution provider  
**Position:** Project Manager

Responsible for all steps of a project, from recruiting, training and allocating the right vendors, to the definition of deadlines, estimation of productivity, development of translation work processes, quality assessment, troubleshooting. Support to the sales team negotiating with clients and predicting their needs and the difficulties that could be found.  
 Management of large projects, such as Adobe Designer, Adobe Acrobat, Siebel 7.8, Alcan, Open International, Avaya, Overture, HP scanners and others.

**01.2003 to 12.2003**

**IFS DO BRASIL (Barueri, SP)**

**Business:** ERP developer  
**Position:** Translation Consultant

Translating company products (IFS Applications) in finance, manufacturing, distribution and HR. Defining and creating processes to enhance the comprehension of the objectives, better use of tools and consistent definition of terminology and quality standards.

**09.2001 – 01.2003**

**LIONBRIDGE TECHNOLOGIES (São Paulo, DF)**



**Business:** Translation/localization solution provider  
**Position:** Freelance translator

Software, ERPs, technical manuals, help files, license agreements, and datasheets translation and review, in several segments and industries, with clients such as Novell, BAAN, JDEdwards, Philips, EAN, Somera, among others. Translation of several medical projects.

**06.2000 A 09.2001**

**PEOPLESOFT DO BRASIL (São Paulo, SP)**



**Business:** ERP solution provider  
**Position:** Translator

Responsible for the translation, review and proofing of ERPs, Internet portals, online docs and training manuals, and UI testing in manufacturing, distribution, finance and CRM.

**02.1998 TO 09.1998**

**ASTRATEC TRADUÇÕES TÉCNICAS (São Paulo, SP)**

**Business:** Translation provider  
**Position:** Project coordinator

Managing translation projects (ENG-PTB), dealing directly with foreign clients. Clients such as Aviva 7.20, Polaroid, DK Multimedia, Novell, IBM had their software products localized and I was also responsible for the translation of several manuals (IBM, Tektronix, Eicon, Ericsson, U.S. Robotics, Alki, LionBridge, Compaq, Microsoft, Chrysler, GE, Symantec, Boart Longyear).

**4. Education**

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- BA in Business Administration – Escola Superior de Propaganda e Marketing  
 minor in Finance ESPM 06.2000 to 06.2004

**5. Foreign Languages**

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<b>English</b> (written and spoken)	Fluent – Advanced studies in England (Swandean School of English - 1996).
<b>Spanish</b> (written and spoken)	Fluent – Advanced studies in Argentina (EDENA - <i>Escuela de Enseñanza de Lengua Española</i> - 2003).
<b>French</b> (spoken)	Intermediate – Still studying
<b>Mandarin</b> (spoken)	Elementary - studying