

Lisa Andrea Torres
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*Translator/Proofreader/English Instructor/
Client Liaison/Sales Representative/Administrator*

WORK EXPERIENCE:

Language Pair: Portuguese to English (Native Language is English)

FREE-LANCE TRANSLATOR 2003-present - Clients/Jobs Include:

ATT - Coral Gables, Florida - PowerPoint Webcast
BANCO DO BRASIL - Miami FL - Financial Reports
BAYER CROPSCIENCE, Brasil – Agricultural Report
BEA - Tabasco, Mexico - Website translation
COMPUGRAF – RJ, Brazil – Website Translation
FOLLOW UP COMMUNICATIONS, RJ, Brazil – Technical manuals
MODTONES MELODIES ON DEMAND – San Francisco, CA - User Manual

S.F.L.S. LANGUAGE SERVICES, INC. - 2010 – present <http://www.sfls.us.com/>
Houston, TX – San Ramon, CA

English Instructor

- Tutor employees of Chevron Corporation
- Assess client level and progress
- Submit student evaluation

ONE WORLD LANGUAGE SERVICES - May 2003 - 2006 www.oneworldls.com.
Miami, FL

English Instructor Partner/Sales Representative/ Administrator

- Research and analyze all local and national competition
- Evaluate market-setting prices for services
- Procure and develop relationships with new clients for all departments
- Administrator and technical writer of website

TRANSLATORS, INC. - July 2001 - 2003 www.translators.com.

North Miami Beach, FL

Marketing & Sales Associate/Translator/Proof-reader

- Translated and proofed technical documents for corporate clients.
- Procured and serviced new corporate clients nationwide
Worked closely with Project Manager acting as Client Liaison for translation projects from start to finish including all follow-up contact.
- Provided customer support throughout each contractual project by implementation of turnkey system and solutions.
- Contributed ideas and copy to original concept and format of all marketing materials, text, design and layout of brochures

CONVERSATIONALLY YOURS - 2000-2004 Miami, FL
Portuguese Instructor/English Instructor

STRAIGHT TO THE POINT LANGUAGE COURSE - 1996 - 2006
Rio de Janeiro & São Paulo, Brazil - Miami, FL
Sole Proprietor/ Administrator/Instructor

- Procured and serviced new corporate clients
- Execute methodology to build foundational skills by use of visual aids, role-play activities, oral drills, comprehension & fluency development
- Emit and administer invoices, schedule classes and private tutoring
- Pre-entry student testing and placement

ELS INTERNATIONAL 1996- 1998 - Rio de Janeiro, Brazil
Group and Private Instructor of 'English for General Purposes' and 'Business English'

TRANSCRIPTION (Portuguese to English)
THE KITCHEN STUDIOS – 2007 Miami, FL (“Smilinguido”)

VOICE-OVER (Spanish to English)
THE KITCHEN STUDIOS - June 2000 - 2007 Miami, Florida

American English Voice-over Talent/Translator/Transcriber

- Freelance voice-over talent and lip-syncing actor (Spanish to English) for characters on Latin American tele-novelas “La Revancha”, “Luz e Vida” for **TV Azteca** and **Venevision**

EDUCATIONAL BACKGROUND (Portuguese-English Instruction)

1995 Earned TEFL Certificate upon completion of 118-hour teaching program from TRANSWORLD TEACHERS in San Francisco, CA

1996 Completed 2-year intensive Portuguese Language course at I.B.E.U. (INSTITUTO BRASIL-ESTADOS UNIDOS) in Rio de Janeiro, Brazil

1998 Completed advanced Portuguese Language Program at PUC (PONTIFÍCIA UNIVERSIDADE CATÓLICA) in Rio de Janeiro, Brazil