

## PERSONAL INFORMATION

## Arcelino Rodrigues Monteiro

 Praceta Doutor Afonso Vilela, nº7, 1º Dto., 2560-293 Torres Vedras (Portugal)

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Sex Male | Date of birth 06/03/1990 | Nationality Portuguese

## WORK EXPERIENCE

July 2013 – Present

**Freelance Translator**

Consenso Global

Praceta Calouste Gulbenkian, Nª4 PT-2560-273 Torres Vedras (Portugal)

- Translation (EN-PT): Medical/Pharmaceuticals, Law, Economics and Finance.

June 2013 – Present

**Revisor**

FB Product Management &amp; Publishing Ltd

Unit G12, Calmount Business Park, Ballymount, Dublin 12 (Ireland)

- Proofreading (PT): E-Commerce, Economics, Finance and Cosmetics and Beauty Products.

June 2013 – Present

**Freelance Translator**

ML Publishing Ltd.

Unit C3, The Exchange, Calmount Business Park, Dublin 12 (Ireland)

- Translation (EN-PT): Cosmetics and Beauty Products, Marketing and Advertising.

- Proofreading (EN) and (PT): Cosmetics and Beauty Products, Marketing and Advertising.

July 2013 – Present

**Revisor**

CityPOST

Unit G12, Calmount Business Park, Ballymount, Dublin 12 (Ireland)

- Proofreading (PT): Cosmetics and Beauty Products, Marketing and Advertising.

June 2013 – Present

**Freelance Translator**

CityPOST

Unit G12, Calmount Business Park, Ballymount, Dublin 12 (Ireland)

- Translation (EN-PT): Cosmetics and Beauty Products, Marketing and Advertising.

- Proofreading (EN) and (PT): Cosmetics and Beauty Products, Marketing and Advertising.

July 2007 – Present

**Employee / Translator**

Telepizza

Avenida General Humberto Delgado, nº12, 2560-272 Torres Vedras (Portugal)

- Food and beverage preparation;

- Customer service (mother tongues and foreign languages);

- Telemarketing;

- Provide language services to the Management;

- Contents Translation (Marketing, Advertising and Food and Drinks)

March 2012 – March 2013

**Freelance Translator**

Euroscript Portugal, Lda

Quinta da Fonte, Edifício D. Diniz - Q55 3º Dto., 2770-071 Paço de Arcos (Portugal)

- Translation (EN-PT): JOS Project

EDUCATION AND TRAINING

September 2010 – June 2013

**BSc Translation**

EQF 6

Faculdade de Ciências Sociais e Humanas da Universidade Nova de Lisboa (FCSH-UNL),

- Translation techniques and methodology;
- Linguistics applied to Translation;
- Foreign Languages and Culture: English, Spanish, French and Italian;
- Technical-Scientific Translation, Business and Commercial Translation, Social and Humans Sciences Translation, Literary Translation;
- Translation Seminar (English and Spanish - Portuguese);
- Terminology and Glossaries;
- CAT Tools;
- Theory of Translation;
- Foreign languages grammar.

September 2005 – June 2010

Escola Secundária com 3.º Ciclo de Madeira Torres (Portugal),

- Languages and Humanities;
- Portuguese;
- English;
- Spanish.

2000 – 2009

Speakwell (Portugal),

- English Language and Culture.

September 1998 – July 2005

Colégio Marista de Carcavelos (Portugal),

- Portuguese;
- English;
- French.

September 1996 – July 1998

Liceu de Macau (Macao)

- Portuguese;
- Cantonese.

PERSONAL SKILLS

Mother tongue(s) Portuguese and Cantonese

Other language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
Portuguese	C2	C2	C2	C2	C2
English	C2	C2	C2	C2	C2
Spanish	C2	C2	C1	C1	C2
Italian	C1	C1	C1	C1	C1
French	C1	C1	C1	C1	C1

Levels: A1/A2: Basic user - B1/B2: Independent user - C1/C2: Proficient user  
[Common European Framework of Reference for Languages](#)

- Communication skills**
- Team and cooperative spirit;
  - Good communication skills;
  - Good interpersonal relationship.
- Job-related skills**
- Bilingual native speaker;
  - Proficiency in 4 foreign languages;
  - Proactive, versatile, dynamic;
  - Multitasker;
  - Strong research skills;
  - Vast general knowledge;
  - Strong linguistic abilities;
  - Full commitment to every project and deadlines.

Related document(s):

- Computer skills**
- Microsoft Office™ (Word™, Excel™ and PowerPoint™);
  - CAT Tools (Wordfast, SDL Trados, MemoQ, Aegisub);
  - ConcApp (Concordancer and Text Analyser);
  - TMXtract;
  - Glossaries and Termbases;
  - Adobe Acrobat.

## ADDITIONAL INFORMATION

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### Voluntary work:

- Evangelic Church of Torres Vedras (Translation and consecutive interpretation: EN-PT and PT-EN)  
Av. 5 de Outubro, nº10C, Torres Vedras.
- Content translation of an Academic Project: Industrial Management and Engineering course (ESEIG-IPP): "Análise e Optimização do Bar e Cantina da ESEIG" (PT-EN);
- Translation of CVs and Cover Letters for the Industrial Management and Engineering course (ESEIG-IPP).

### Academic Translation Projects:

- Translation of a Morphy Richards technical manual for the English Translation Seminar subject (EN-PT);
- "Penpal in Translation" (PT-EN and EN-PT platform of anthologies of literature in translation).

### Additional information:

- Legal English (30 hours);
- Zhong Li Investment & Planning Ltd. (Oenology Project: PT-EN, PT-ES, PT-IT, PT-FR) (to start soon).