

FÁTIMA APARECIDA DE OLIVEIRA ABBATE

Date of Birth: 26.01.1966 – Age: 51

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OBJECTIVE

POSITION: EXPERT

SCHOOL BACKGROUND

- Non-degree Graduate Course in English-Portuguese Translation at the former UNIBERO (Centro Universitário Ibero-Americano) – February 2006 to June 2007, with a 462-hour workload.
- Modern Languages B. A. With a major in English-Portuguese Translation and Interpreting at the former Centro Hispano-Brasileiro de Cultura – Faculdade Ibero-Americana – February 1990 to December de 1993.
- English course: St. Giles College – Advanced Course in General English – 60-hour workload – January 7th, 1991 to February 1st, 1991.

PROFESSIONAL BACKGROUND

- **03/03/2008 – 26/06/2015 – Centro Universitário Anhanguera de São Paulo**
Position: College Teacher - Modern Languages B. A. With a major in English-Portuguese Translation and Interpreting – Unidade Brigadeiro.
Taks, Duties and Responsibilities: I have been responsible for teaching the following subjects for the undergraduate course:
 - Translation Theories (First Semester);
 - English Language – Reading and Writing (First Semester);
 - English Translation Practice – Textual Genres (Second Semester);
 - English Translation Practice – Means of Communication Repertoire (Third Semester);
 - Bilingual Terminology (Third Semester);
 - English Translation Practice – Literary Translation (Fourth Semester);
 - English Literature – From its Origins to the Victorian Age (Fifth Semester);
 - English Translation Practice – Business Translation (Economics and Administration) (Sixth Semester);
 - English Literature – From the Victorian Age to the Postmodernity (Sixth Semester);

- English-Speaking Countries Literature – North-American Experience (Seventh Semester);

– English-Speaking Countries Literature – Post-Colonial Experience (Eighth Semester);.

I was also in charge of making the follow-up of students by preparing and applying tests, offering the necessary guidelines for the preparation of presentations they were to make, attending pedagogical meetings set up by both the pedagogical advisor and the dean, participating in and presenting original papers in the events sponsored by the institution, supervising TCCs (Trabalho de Conclusão de Curso) (Courseworks) and PICs (Projetos de Iniciação Científica) (Undergraduate Research Program).

• **03/03/2008 – 15/05/2014 – Centro Universitário Anhanguera de São Paulo**

Position: College Teacher for the Non-degree Graduate Course in English-Portuguese Translation, Non-degree Graduate Course in Advanced English Studies and Non-degree Graduate Course in Literary Studies at the Centro Universitário Anhanguera de São Paulo – Unidade Brigadeiro.

Tasks, Duties and Responsibilities: I have taught the following disciplines for the Non-degree Graduate Course in English-Portuguese Translation, Non-degree Graduate Course in Advanced English Studies and Non-degree Graduate Course in Literary Studies:

- "Literary Translation Practice": Non-degree Graduate Course in English-Portuguese Translation;
- "Portuguese-English Translation Practice": Non-degree Graduate Course in English-Portuguese Translation;
- "Translation Theories": Non-degree Graduate Course in English-Portuguese Translation;
- "Critical Approaches to Assessment and Material Planning": Non-degree Graduate Course in Advanced English Studies.
- "Critical Approaches to Writing": Non-degree Graduate Course in Advanced English Studies;
- "English-Speaking Countries Literature": Non-degree Graduate Course in Advanced English Studies.
- "Drama: theory and analysis": Non-degree Graduate Course in Literary Studies;
- "Poetry: theory and analysis": Non-degree Graduate Course in Literary Studies.

• **01/02/2008 – 01/09/2009 – Centro Universitário Anhanguera de São Paulo – Unidade Brigadeiro**

Position: Non-degree Graduate Course in English-Portuguese Translation, Non-degree Graduate Course in Advanced English Studies and Non-degree Graduate Course in Literary Studies Pedagogical Advisor

Tasks, Duties and Responsibilities: Prepare students' assessment to the non-degree graduate courses in English-Portuguese translation, advanced english studies and literary studies, follow up students' recruiting process as well as provide them with the necessary information on each of the courses, assist both the students and the teaching staff, mediate issues related to the course as well those between the teaching staff and/ or students and the dean.

• **01/07/2002 – 30/12/2002 – Park Lane School of Language Ltda. (Yázigi franchising branch)**

Position: English Teacher.

Tasks, Duties and Responsibilities: Teach the English language according to both methodology and material provided by the franchising, from basic to advanced levels.

• **02/03/1998 – 01/02/1999 – E. E. de R. Zeni - #Number One franchising branch)**

Position: English Teacher.

Tasks, Duties and Responsibilities: Teach the English language according to both methodology and material provided by the franchising, from basic to advanced levels.

- **02/03/1998 – 01/02/1999 – E. E. de R. Zeni (#Number One franchising branch)**
Position: Pedagogical Advisor.
Tasks, Duties and Responsibilities: Take active part in the students' admission by providing them with the necessary information, recruiting and training teachers, organizing the school's pedagogical and administrative routine, leading teachers' meetings, assisting both students and parents, creating and organizing events whose purpose was to promote the school as well as attract new students and make sure those already enrolled kept studying at the branch, following up students' progress, mediating between teachers and the school board.
- **02/02/1998 – 15/12/2000 – Associação Educacional Prudentina (Franquia do sistema Anglo de Ensino)**
Position: Elementary and Junior High School Teacher (Fifth, Sixth and Seventh Grades).
Tasks, Duties and Responsibilities: Teach Portuguese classes (both Grammar and writing), English and Projeto Crescendo (Citizenship Education) to the fifth-grade elementary students, and Citizenship Education to the sixth-grade students in Elementary School as well those in the seventh of Junior High. As a teacher I was expected to prepare the classes according to the syllabus and the pedagogical plan designed by the school, prepare tests according to the content taught, follow up students' achievement, give parents some feedback during the school parents' meetings or whenever it was necessary, take part in the events sponsored by the school, hold meetings with my colleagues so as to devise interdisciplinary activities whenever possible.
- **12/09/1995 – 24/01/1996 – Coopers & Lybrand, Bidermann e Bordasch Auditores Independentes**
Position: Bilingual Proofreader.
Tasks, Duties and Responsibilities: Proofread the translations of reports and documents produced by the company's translation department, which implied minding both Portuguese and English grammar, terminologic, semantic and syntactic rules.
- **19/09/1994 – 29/06/1995 – Saraiva S/A Livreiros Editores**
Position: Bilingual Proofreader III.
Tasks, Duties and Responsibilities: Proofread books published by the company, specially those related to both pedagogical and juridical areas by bearing in mind adequacy to both Portuguese language rules and the company's graphic standards.
- **25/02/1994 – 27/02/1995 – Centro Hispano Brasileiro de Cultura**
Position: College Teacher - Modern Languages B. A. With a major in English-Portuguese Translation and Interpreting.
Tasks, Duties and Responsibilities: Teach Literary Translation Practice to sophomore students in the Modern Languages B. A. With a major in English-Portuguese Translation and Interpreting. I was also expected to follow up students' achievement by preparing classes, designing and applying tests, pointing out content to be used as a support in seminars, attend pedagogical meetings set up both by the pedagogical advisor and the dean.
- **01/03/1993 – 17/12/1993 – Colégio Panamericano**
Position: Teacher.
Tasks, Duties and Responsibilities: Teach Portuguese classes (both Grammar and writing) to the fifth and sixth-grade elementary students, as well as to the seventh and eighth-grade students in Junior High. As a teacher I was expected to prepare the classes according to the syllabus and the pedagogical plan designed by the school, prepare tests according to the content taught, follow up students' achievement, give parents some feedback during the parents' meetings or whenever it was necessary, take part in the events sponsored by the school.
- **22/08/1990 – 15/01/1991 – Fisk Schools Limited (Unidades Jabaquara, Paraíso e Santo Amaro)**
Position: English Teacher

Tasks, Duties and Responsibilities: Teach the English language according to both methodology and material provided by the franchising, from basic to advanced levels.

- **25/10/1985 – 11/07/1986 – BRADESCO – Banco Brasileiro de Descontos**

Cargo: Bank clerk.

Tasks, Duties and Responsibilities: Serve the clients by opening saving accounts and helping them with doubts concerning their account balance; handle administrative routines by updating the record of accounts open and daily balance; keep the branch manager updated with the department routine.

OTHER SKILLS AND EXPERTISE:

- FOREIGN LANGUAGES:

- ENGLISH: I can speak, listen, read and write.

- SPANISH: I can speak reasonably, listen well, read well, write reasonably.

- COMPUTER SKILLS:

Office Suite:

- Excel: I can use it reasonably;

- Power Point: I can use it reasonably;

- Word: I can use it well.

Adobe:

- Adobe Reader: I can use it well.

- VOLUNTARY WORK:

CVV – Centro de Valorização da Vida – Vila Mariana Branch (from Feb. 1984 to Dec. 1984).