

THAYNA MOREIRA

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📄 thaynasmoreira

📄 Profile

English ↔ Brazilian Portuguese translator with over nine years of experience in the area. My main translation fields are Information Technology, in which I have worked for major players in the industry such as Google, SAP, Oracle, and Adobe; and media, in which I work with the translation of subtitles for the main streaming platforms.

🎓 Education

Bachelor's Degree in English Language and Literature,
University of Sao Paulo - USP
2009 – 2013

🧠 Skills

JIRA, Trados Studio, Confluence, Plunet, MS Office, Google Workspace, Memsource (Phrase), Camtasia, Subtitle Edit, MemoQ

📖 Courses

Agile Fundamentals

Scrum Fundamentals

Technical Writing: Documentation on Software Products

Introduction to Game Localization

What is Programming?

Practice of Translation in Legal Texts

User Experience: The Big Picture

🧰 Professional Experience

Freelance Translation Project Coordinator, *CQ fluency*

03/2022 – present

- Assign projects to the translation providers.
- Keep projects on schedule by managing deadlines and adjusting workflows.
- Set priorities and problem-solve workflow issues to maintain rapport with customers and managers.
- Communicate effectively with clients, following up after submission of work to confirm satisfaction and understanding.

Translation Analyst I, *TOTVS*

03/2021 – present | Sao Paulo, Brazil

- Portuguese to English translation.
- Collaborate with team members to achieve target results.
- Consult specialized dictionaries, thesauruses and reference books to identify closest equivalents for nuanced terminology, words and phrases.
- Use translation software (Trados) to expedite communication process.
- Update existing translations to meet contemporary trends in communication.
- Support operations by translating key departmental documents and internal communications.

Technical Writer, *RDI Software, a Capgemini Company*

07/2019 – 03/2021 | Sao Paulo, Brazil

- Carefully documented technical workflows in private wiki for education of newly hired employees.
- Organized material to research and complete writing tasks.
- Followed company policies and editorial guidelines to craft thorough, well-written content.

Freelance English to Portuguese Subtitle Translator, *iYuno*

2017 – present

- Translate subtitles of TV shows and movies for major streaming platforms.
- Replicate flow, style and overall meaning of original texts.
- Research cultural etiquette and specific use of slang words.

Freelance English to Portuguese Translator, *Various companies*

2016 – present | Remote

- Translated technical documentation and applications for major companies in the fields of e-commerce, marketing, and information technology.
- Reviewed final work to spot and correct errors in punctuation, grammar and translation.
- Applied cultural understanding to discern specific meanings beyond literal written words.
- Followed glossaries and terminology databases provided by the customers, suggesting improvements to them based on research.