

Europass Curriculum Vitae



Personal information

First name(s) / Surname(s) **Sara Maria Silva CRUZ,**
Address Rua Damião de Góis, 374, 6º esquerdo, 4050-223 Porto (Portugal)
Mobile (+315) 963241760
E-mail(s) saramscruz@gmail.com
Nationality Portuguesa
Date of birth 01/05/1978
Gender Female

Desired employment / Occupational field

Translator

Work experience

<p>Dates 01/12/2010 →</p> <p>Occupation or position held Translator (freelancer)</p> <p>Main activities and responsibilities General and Technical Translations from English into European Portuguese in a wide range of areas (Business, Law, Literature, Science, Social Science, Technology) with an emphasis on Arts, Architecture and Photography for institutional, corporate and individual clients; Translations from Italian, Spanish and (occasionally) French into Portuguese for institutional, corporate and individual clients.</p>	<p>Dates 01/12/2010 →</p> <p>Occupation or position held Translator</p> <p>Main activities and responsibilities Translations English/European Portuguese/English</p> <p>Name and address of employer Portuguese Centre for Photography (Centro Português de Fotografia/CPF) Campo Mártires da Pátria, 4050-368 Oporto (Portugal)</p> <p>Type of business or sector Museums and Institutions</p>
<p>Dates 01/12/2010 →</p> <p>Occupation or position held Proofreader (freelancer)</p> <p>Main activities and responsibilities Proofreading in European Portuguese for institutional, corporate and individual clients.</p>	<p>Dates 01/03/2010 - 31/12/2010</p> <p>Occupation or position held Tour Guide at the exhibition "Resistance. From the republican alternative to the struggle against dictatorship (1891-1974)".</p> <p>Main activities and responsibilities Guided tours and visitors' assistance at the Portuguese Centre for Photography (Centro Português de Fotografia/CPF).</p> <p>Name and address of employer Comissão Nacional para as Comemorações do Centenário da República Praça dos Restauradores, Palácio Foz, 1250-187 Lisbon (Portugal)</p> <p>Type of business or sector Museums and Institutions</p>
<p>Dates 01/01/2006 →</p> <p>Occupation or position held Architect (independent worker)</p>	

Main activities and responsibilities	Architecture projects for single-family houses - Moth House, Alves House, Lopes House and Barata House - developed in co-authorship with Architect Paulo Borges at Plataforma Arquitectura. (Work in progress) Architecture project for a Single-Family House in Aldeia Nova do Cabo, Fundão, developed in co-authorship with Architect Paulo Borges. (Work in progress) Architecture project for a Single-Family House in Telhado, Fundão, developed in co-authorship with Architect Paulo Borges. (Not built)
Type of business or sector	Architecture and Construction
Dates	25/03/2008 - 21/06/2009
Occupation or position held	Architect
Main activities and responsibilities	Architecture and Interior Design projects for City Inn Leeds Hotel. (Built)
Name and address of employer	Allies and Morrison Architects 85 Southwark Street, SE1 0HX London (United Kingdom)
Type of business or sector	Architecture and Construction
Dates	01/10/2003 - 25/03/2008
Occupation or position held	Architect
Main activities and responsibilities	Renovation of GoDesign studio, Matosinhos. (Built) Interior and Furniture Design for a Law Firm Office, Esposende. (Not built) Renovation of an Apartment in Ramalde, Porto. (Built) Renovation of a Single-Family House in Beira-Mar, Aveiro. (Work in progress) Architecture project for a Single-Family House in Aveiro. (Work in progress) Rehabilitation of a Single-Family House in Carlos Alberto Square, Porto. (Built) Renovation of an Apartment in Foz do Douro, Porto. (Built) Renovation of a Mixed-use Building in Palmeira de Faro, Esposende. (Built) Architecture project for a Single-Family House in Coimbra. (Work in progress) Scheme study for a Mixed-use Building in Glicínias, Aveiro. (Not built) Renovation of an Apartment in Espinho. (Built) Architecture project for a Health Care Center in Santa Joana, Aveiro. (Built) Renovation of a Single-Family House in Palmeira de Faro, Esposende. (Built) Renovation of a Mixed-use Building in Oiã, Aveiro. (Built)
Name and address of employer	AMC Arquitectos L.da Rua da Palmeira, 21 C, 3800-239 Aveiro (Portugal)
Type of business or sector	Architecture and Construction

Education and training

Dates	18/01/2011 →
Title of qualification awarded	Diploma in Translation
Principal subjects / occupational skills covered	Examination for obtaining certification by the United Kingdom's Chartered Institute of Linguists' as a professional translator (awaiting approval).
Name and type of organisation providing education and training	Chartered Institute of Linguists Saxon House, 48 Southwark Street, SE1 1UN London (United Kingdom)
Dates	01/11/2010 - 30/06/2011
Principal subjects / occupational skills covered	Preparation for the United Kingdom's Chartered Institute of Linguists' Diploma in Translation examination, carried out under the guidance of Dr. Francisco Fernandes.
Name and type of organisation providing education and training	Susanne James Associates (recommended by the IoL) 30, Enfield Road, TW8 9PB Brentford (United Kingdom)
Dates	25/03/2011 →
Title of qualification awarded	Trainer
Principal subjects / occupational skills covered	Certification of skills needed to pursue teaching and training related professions.
Name and type of organisation	IEFP - Instituto do Emprego e Formação Profissional (Employment and Vocational Training Institute of

providing education and training	the Portuguese Ministry of Labor and Employment (Portugal)
Dates	12/01/2011 - 17/02/2011
Title of qualification awarded	Pedagogical Aptitude Certificate
Principal subjects / occupational skills covered	Obtaining skills needed to pursue teaching and training related professions.
Name and type of organisation providing education and training	Instituto das Artes e Ciências Praça Carlos Alberto, nº 114, 115 e 116, 4050-159 Oporto (Portugal)
Dates	12/10/2010 - 29/10/2010
Title of qualification awarded	Proofreading and Editing workshop – Beginners' Level
Principal subjects / occupational skills covered	Basic skills needed for proofreading and editing.
Name and type of organisation providing education and training	Booktailors Rua Nova do Almada, 59, 3º, 1200-288 Lisbon (Portugal)
Dates	07/09/2009 - 14/10/2009
Title of qualification awarded	Specialized Web Design Training and Illustrator CS4 Training
Principal subjects / occupational skills covered	Dreamweaver CS4, Fireworks CS4, Flash CS4 e Illustrator CS4
Name and type of organisation providing education and training	FLAG Praça Duque de Saldanha, 1 - 3º D, 1050-094 Lisbon (Portugal)
Dates	01/10/2006 - 19/10/2007
Title of qualification awarded	Post-graduation in Intervention Methodologies in Architectural Heritage
Principal subjects / occupational skills covered	Intervention in Architectural Heritage (Theory, History, Construction, Project).
Name and type of organisation providing education and training	University of Oporto (Faculty of Architecture) Via Panorâmica, 4150-755 Oporto (Portugal)
Dates	01/10/1996 - 13/01/2004
Title of qualification awarded	Degree in Architecture
Principal subjects / occupational skills covered	Architecture
Name and type of organisation providing education and training	University of Oporto (Faculty of Architecture) Via Panorâmica, 4150-755 Oporto (Portugal)

Personal skills and competences

Other language(s)

Self-assessment
European level ()*

English
Italian
Spanish / Castilian
French

Understanding				Speaking				Writing	
Listening		Reading		Spoken interaction		Spoken production			
C2	Proficient user	C2	Proficient user	C1	Proficient user	C1	Proficient user	C1	Proficient user
C1	Proficient user	C1	Proficient user	B2	Independent user	B2	Independent user	B1	Independent user
C1	Proficient user	C1	Proficient user	B2	Independent user	B2	Independent user	B1	Independent user
A2	Basic User	A2	Basic User	A1	Basic User	A1	Basic User	A1	Basic User

(*) [Common European Framework of Reference \(CEF\) level](http://www.cedefop.europa.eu)

Social skills and competences

- Team work experience.
- Good communication skills.

Organisational skills and competences	<ul style="list-style-type: none"> - Well organized, methodic, disciplined. - Efficient in meeting deadlines. - Reliable and committed.
Technical skills and competences	<ul style="list-style-type: none"> - Very good technical skills for translation and proofreading works. - Good skills for teaching and training related professions.
Computer skills and competences	<ul style="list-style-type: none"> - Competent with SDL Trados, AutoCad, MicroStation V8, SketchUp, Freehand, Adobe CS5 package (Acrobat, Dreamweaver, Fireworks, Flash, Illustrator and Photoshop) and most of the Microsoft Office's package programs (Excel, PowerPoint and Word).
Additional information	<ul style="list-style-type: none"> - Order as a Principle of Uncertainty. Oporto: author's edition, 2003. Final work for the completion of the degree in Architecture at the Faculty of Architecture of the University of Oporto, presented publicly on January 13th, 2004; - Participation in the International Design Workshop/Seminario Internazionale di Progettazione "Designing the limit, new urban landscapes. Siracusa: the Talete promenade/Il progetto del limite, nuovi paesaggi urbani. Siracusa: il lungomare Talete", held at the Facoltà di Architettura di Siracusa/Università degli Studi di Catania, Sicily, Italy, from 9th to 16th June, 2001. Invited architects: Francesco Cellini, Luigi Snozzi and Manuel Aires Mateus; - Oral communication under the title "7+1 Themes from Modern Architecture in Mozambique 1950/75", presented on April 21st 2010 at the Beira Interior University, after an invitation by Architect Miguel Santiago and the Architecture Students' Association of Beira Interior University; - Interests in art, design, crafts, music, literature, cinema and travel.
Annexes	<ul style="list-style-type: none"> - Admission at the United Kingdom's Chartered Institute of Linguists' Diploma in Translation examination; - Pedagogical Aptitude Certificate - Trainer; - Certificate of attendance - Proofreading and Editing workshop – Beginners' Level; - Certificate of attendance - Specialized Web Design Training; - Certificate of attendance – Illustrator CS4 Training; - Certificate of conclusion of the curricular part of the Master Course in Methodologies of Intervention in Architectural Heritage in the Faculty of Architecture of the University of Oporto; - Certificate of grades obtained in the subjects of the curricular part of the Master Course in Methodologies of Intervention in Architectural Heritage in the Faculty of Architecture of the University of Oporto; - Approval of inscription and membership number attribution at the Portuguese Architect's Association; - Certificate of participation in the training sessions for Admission at the Portuguese Architect's Association; - Certificate of Degree in Architecture at the Faculty of Architecture of the University of Oporto; - Certificate of grades obtained in the subjects of the Degree in Architecture at the Faculty of Architecture of the University of Oporto.