

Contact Information:

Astartea Language Solutions

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BACKGROUND

An experienced localization professional with a track record of software localization/translation (**PeopleSoft, BowneGlobal, Lionbridge**), quality assurance and software testing (**Novell**), implementation and management of user documentation (guides) and on device help contents (**Nokia**), content validation and localization strategies (**Nokia**) which includes projects management, vendors selection, and staff management. Proficiency in localization tools (Trados, SDLx, Calayst, Idiom, and other proprietary tools).

WORK EXPERIENCE

Astartea Language Solutions (2010 – current) – Owner. Project Management, localization, review and content validation for several companies: Toutatis, Novell, Nokia, Microsoft, Gwava, RIM, IFS. Resources with experience in several areas of expertise.

Nokia (2005 – 2009) – Employee. Localization Manager for Latin America, United States and Canada. Setup validation and localization processes and selected vendors to deliver technical validation and localization services for Mobile Phones documentation (User Guides) and in-device help.

Major Achievement: Implementation of Content Validation Process for Latin America, which resulted in reduction of lawsuits against Nokia do Brasil due to non-compliant information published in mobile phones user guides.

As a Localization Manager, I had both a global and local focus: contributing to global projects but also making sure that local requirements were covered and local timetables were kept. I participated in development activities, including upcoming implementation of a Translation Management System, and in most other areas of localization, global vendors' selection (together with Finland Sourcing), contract and management, guidelines, and requirements.

In that position, I also took the role of Environmental person for Nokia's Content Management team – worked closely with Nokia Plant in Manaus and its Suppliers to implement Recycled Paper Project for User Guides printed in Manaus.

(2005) Bowneglobal: Worked for their Dublin based office in the Language Quality Services department assuring their customers software sold in Brazil was up to quality standards required. Remotely based position.

Novell (2000-2005): Employee. Global networking and software supplier organization; headquarters in the USA.

As Language consultant I was Language Lead for Brazilian Portuguese, improved software quality (localized versions), responsible for local vendor's support and management, selection and training, creation of new processes for localization area (software, documentation, legal and marketing areas), localized software testing, and localization tools implementation.

PeopleSoft (1997-2000): Free-lancer translator for Brazilian Portuguese: software, documentantion.

Camargo Correa Industrial (1995-1997): One of the biggest Brazilian construction companies, Bilingual Assistant to the Vice-President.

EDUCATION

Bachelor Degree in Languages, Faculdade Ibero Americana, 1991

Environmental Issues and Sustainability, at FGV University, 2009

Qlikview, 2009

Staff Management, 2007

Spanish (Advanced Level), 2004

Foundations of Novell Networking (at FAAP University, Sao Paulo, Brazil), 2001

English (the City of Bath College, Bath, England), 1994

English for Business (Bath, England), 1994

LANGUAGES

Brazilian Portuguese (native speaker)

English – Fluent

Spanish – Basic level

BUSINESS TRIPS

Provo, USA: Sales training course

Dublin, Ireland: Several meetings, visits to vendors

Dusseldorf, Germany: Meetings

Helsinki, Finland: Training courses, meetings

Manaus, Brasil: Nokia plant

Copenhagen, Denmark: Meetings (Nokia)

Dallas, EUA: Meetings and Training (Nokia)

OTHER TRIPS FOR CULTURAL DEVELOPMENT

England, Scotland, France, Netherlands, Switzerland, Italy, Spain, Greece, Chile, Peru. Spent three years in England (Bath and London), where I took my English course and certifications (Cambridge Certificate).