

Rodrigo Rodrigues Martins

Interpreter/Translator

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## EDUCATION

- College degree in Translation studies - English to Portuguese (*Graduação em Letras - Tradução - Inglês*) from Universidade de Brasília (UnB), Brasília, Brazil - 2019
- College degree in Architecture and Urbanism from Universidade de Brasília (UnB) - 2013 (Incomplete)
- High School Degree - Centro Educacional Sigma, Brasília, Federal District, Brazil - 2005



## PROFESSIONAL EXPERIENCE

### POSITION: INTERPRETER/TRANSLATOR (CURRENT)

#### Companies/Clients:

- ORIENTE-SE PRODUÇÕES (BRASÍLIA, DF) - JULY 2016 TO PRESENT DAY
- WIDE TRADUÇÕES (SP) - AUGUST 2019 TO PRESENT DAY
- PRIVATE CLIENTS - ON DEMAND

#### Activities developed:

- Interpretation (events): simultaneous translation, consecutive translation, remote translation. Language pairs: English (EN) - Brazilian Portuguese (PT-BR)
- Translation of economic, legal, journalistic, scientific, technical and general texts. Language pairs: English (EN) - Brazilian Portuguese (PT-BR); Spanish (ESP) - Brazilian Portuguese (PT-BR); English (EN) - Spanish (ESP); Italian (IT) - Portuguese (PT) \*

\*From Italian to Brazilian Portuguese

### POSITION: PROJECT SUPERVISOR - APRIL 2013 TO MAY 2014

- BRITISH EMBASSY BRASÍLIA

#### Developed projects/activities:

- Managing the Estates department's budget for the British Embassy in Brasília and for the FCO network (BCG São Paulo, BCG Rio de Janeiro, BC Porto Alegre and BC Recife) for the British Government in Brazil; Carrying out tender processes, bidding requests, translating tender processes, liaising with the ESD (Central Estates Department, London, England). Managing Corporate Services related to Estates whenever necessary; Liaising with clients (Embassy diplomats and other staff members), suppliers, landlords, legal consultants and contractors; Implementation of refurbishment projects.

## **POSITION: ESTATES ASSISTANT - AUGUST 2012 TO APRIL 2013**

- **BRITISH EMBASSY BRASÍLIA**

### **Developed projects/ activities**

Assisting the British Embassy Estate Team with management issues, carrying out service requests related to the Embassy's properties, monitoring and inspecting building management activities and refurbishments. Developing relationship with all Corporate Service Staff Members (FCO - Brazil), as well as clients, suppliers and contractors; Managing and organizing all the Estates Department Files: property maintenance, architectural drawings, stock control, budget spreadsheets and stock controls.

## **POSITION: ESTATES CONSULTANT - (01) FEBRUARY 2012 TO JULY 2012 / (02) OCTOBER 2010 TO JULY 2011**

- **BRITISH EMBASSY BRASÍLIA**

### **Developed activities**

Carrying out Service Requests for the Embassy's Estates Team and assisting the British Consulates (BCG Rio de Janeiro, BCG São Paulo, BC Porto Alegre, BC Recife); Assisting in the British Council Relocation Project in Brasília and the Recife British Consulate Refurbishment Project: designing the architectural project, drawing up architectural drawings, documents, tender processes, quotations.

## **POSITION: INTERN - OCTOBER 2008 TO OCTOBER 2010**

- **BRITISH EMBASSY BRASÍLIA**

### **Developed activities:**

Assisting the Embassy's Estates Department with documents, filing, spreadsheets, liaising with clients and any other Estates related requests.

## **OTHER POSITIONS**

- English classes for Let's Talk English school, Brasília, Brazil (2018-2019)
- English classes for private students (2014-2019)

## **IT AND SOFTWARES**

- Microsoft Office (Word, Excel, Outlook e PowerPoint), Zoom (for Conferences) Smartcat, Wordfast TM, Adobe Photoshop, Adobe InDesign, AutoCAD, Sketchup, Adobe Photoshop.

## **LANGUAGE SKILLS**

- **BRAZILIAN PORTUGUESE** - Native speaker (born and raised in Brasília)
- **ENGLISH** - Fluent: College degree in Translation Studies (English to PT-BR); Six years working for the British Embassy in Brasília, Advance English Courses (American English Center); TOEFL - ITP Certification
- **SPANISH** - Advanced: six months internship in Buenos Aires, Argentina (2011)
- **ITALIAN** - Advanced: Full Italian course from *Casa D'Italia* Brasília