

PERSONAL INFORMATION

Joana Mercedes Garnel de Freitas



📍 Rua Heitor Campos Monteiro 140 2º Dto
4465-160
São Mamede Infesta
Portugal

☎ +351918907554

✉ joana.mercedes84@gmail.com

Sex Female | Date of birth 23/06/1984 | Nationality Portuguese

JOB APPLIED FOR
POSITION
PREFERRED JOB

Translator/Reviser

WORK EXPERIENCE

19/09/2011 -

Translator/Reviser

euroscript Portugal, Lda.

Quinta da Fonte, Edifício D. Diniz - Q55, piso 3.º Dt.º

2770-071 Paço de Arcos - Portugal

www.euroscript.com

- Translating and revising documents from English and German into Portuguese for the DG Enterprise and Industry of the European Commission
- Translating documents from English into Portuguese for the Official Journal of the European Union
- Translating documents from English and German into Portuguese for the European Parliament
- Managing the Terminology Project of the company (use of MultiTerm)

Business or sector Translation

28/07/2011 –

Translator (freelancer)

Philos – Comunicação Global, Lda

Rua Dr. Pedro de Sousa, 728 H6

4100-389 Porto - Portugal

<http://www.philos.pt/>

- Translating documents from English into Portuguese

Business or sector Translation

26/04/2011 – 09/09/2011

Translator/Reviser/Project Manager

Multiverentes, Formação e Tradução, Lda

Av. da República, 2491 8º andar, sala 83
4430-208 Vila Nova de Gaia - Portugal

<http://www.multiverentes.pt/>

- Translating and revising documents from English into Portuguese
- Managing translation projects

Business or sector Translation

10/11/2010 – 19/09/2011

Translator (freelancer)

euroscript Portugal, Lda.

Rua Rui Teles Palhinha, Lote 10 – 1.ºC Porto Salvo
2740-278 Lisboa - Portugal

www.euroscript.com

- Translating documents from English into Portuguese

Business or sector Translation

13/09/2010 – 24/06/2011

English Teacher

Câmara Municipal da Maia

Praça Dr. José Vieira de Carvalho

4470-202 Maia - Portugal

<http://www.cm-maia.pt/>

- Teaching English

Business or sector Education

09/02/2010 – 03/09/2010

(Temporary reinforcement
motivated by an increase of
workload)

Administrative Secretary

Select Recursos Humanos

Rua de Cervantes, Nº 621

4050-188 Porto – Portugal

(rendering services in Porto Editora – Bloco Gráfico, Lda. based in Rua da Restauração nº 365 - 4050-506 Porto)

- Elaborating and managing correspondence; elaborating documents; inserting data in databases; doing digital and in paper archive

Business or sector Publishing

01/06/2009 – 08/01/2010
(Maternity leave substitution)

Secretary (Assistant)

Select Recursos Humanos

Rua de Cervantes, Nº 621

4050-188 Porto - Portugal

(rendering services in Efacec – Sistemas de Electrónica, SA based in Rua Eng.º Frederico Ulrich - 4470-605 Maia)

- Standards management: consulting websites (in several languages) to update information on new standards; updating lists of standards and acquiring standards

Business or sector Engineering01/10/2008 – 28-02-2009 **Translator / Terminologist (Traineeship)**

European Commission

Directorate-General for Translation

Rue de Genève, 1

1140 Brussels – Belgium

http://ec.europa.eu/dgs/translation/index_en.htm

- Doing terminology work from English to Portuguese. Use of CAT tools, namely SDL Trados (Workbench)
- Writing an article for the Portuguese department magazine – *A Folha*

Business or sector Translation01/04/2008 – 29-08-2008 **Administrative Secretary**

AlBan Office

Associação Grupo Santander

Universidade do Porto

Rua de Ceuta, 118 – 5º s.35

4050-190 Porto – Portugal

- Scholarships management: establishing the contact between the grantees and the AlBan Office; clearing up some doubts about the AlBan programme

Business or sector Regional cooperation02/01/2008 – 20-03-2008 **Receptionist / Personal Tutor**

Wall Street Institute

Av. da República, 1525

4430-205 Vila Nova de Gaia – Portugal

- Answering phone calls; booking classes; clearing up some doubts that students have while studying English

17/09/2007 - 31/12/2007 **English Teacher**

Grupo Decal

Av. do Conde, 6264

4465 São Mamede Infesta – Portugal

- Teaching English to adults and children

EDUCATION AND TRAINING

01/09/2006 - 30/06/2007 **Specialization Course in Teaching English and German****Post-
graduation**

Faculdade de Letras da Universidade do Porto; traineeship at Escola Secundária de Almeida Garrett in Vila Nova de Gaia

- Traineeship

06/10/2004 – 20/07/2005 Attendance of the 3rd year of the degree (Erasmus programme) Degree
 Universität zu Köln – Deutschland (Germany)
 ▪ English, German, English and German Literatures and German Linguistics

01/10/2002 - 13/07/2006 Degree on Modern Languages and Literatures Degree
 Faculdade de Letras da Universidade do Porto - Portugal
 ▪ English, German, English and American Literatures, German Culture and Literature

PERSONAL SKILLS

Mother tongue(s) Portuguese

Other language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C2	C2	C2	C2	C2
German	B2	C1	B2	B2	B2
Spanish	A2	B2	A1	A1	A1
French	A2	A2	A1	A1	A1
Dutch	A1	A1	A1	A1	A1

Levels: A1/2: Basic user - B1/2: Independent user - C1/2 Proficient user
 Common European Framework of Reference for Languages

Organisational / managerial skills ▪ Team spirit

Computer skills ▪ Good command of Microsoft Office™ tools (Word™, Excel™, PowerPoint™ and Outlook™) and Internet.
 ▪ CAT tool – SDL Trados (informatic tool to assist translation and terminology works)

Other skills ▪ Good ability to adapt to multicultural environments, gained through my personal experience abroad (9 months in Cologne and 5 months in Brussels)
 ▪ Hard-working

Driving licence ▪ B