

BIANCA BUSATO PORTELLA

Brazilian – 37 years old

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EDUCATION

(2012 - 2014) Graduate studies – English Translation
Estácio University – Online course

(2007 – 2009) Certificate program – Marketing
Grossmont College – San Diego, CA, USA

(2002 - 2005) Undergraduate studies – Leisure and Events Management
UNIVALI, Balneário Camboriú, SC, Brazil

COURSES

(2015) Extension course – Writing in the Sciences
Stanford University – Online course

(2010) Extension course – Practical Marketing Research
UCSD (University of California) – Online course

PROFESSIONAL EXPERIENCE

Translator
(2012 - current)

Language pair: English (EN) x Brazilian Portuguese (PT-BR)

Translation and revision of abstracts and scientific studies in the field of Health Sciences, particularly all specialties of Dentistry.
More than 100 scientific articles of Dentistry published in national and international high-impact journals.

Translation of the book "[Customer Loyalty](#)" by Justin Sachs. Published in 2015.

Partner/Manager
(2013 – 2014)

Loja Obra Prima – Passo Fundo, RS, Brazil
Management of commercial establishment;
Sales and Marketing;
Financial planning and control.

Marketing and events in agriculture
(2010 – 2012)

Marketing Assistant
Planti Center – Marialva, PR, Brazil
Semeato – Passo Fundo, RS, Brazil
Organization and setup of fairs and events;
Stock control of merchandise and marketing material;
Quotation and order of merchandise and marketing material;
Translation/Version (Portuguese-English) of marketing material, operation manuals, parts catalogs, and website;
Issue and control of invoices from de Marketing Department.

Hotel Industry
(2007 – 2010)

Front Desk Clerk and Restaurant Server
Holiday Inn Downtown – San Diego, CA, USA
Holiday Inn Sea World – San Diego, CA, USA
Guest check-in and out, and e general services;
Bank control;
PBX operation;

Restaurant – server, cashier, purchase orders, room service.

Regional Payroll

Double Tree Hotel – San Diego, CA, USA

Payroll for 2 properties;
Update and distribution of Daily Revenue and Labor reports;
Daily bank deposits;
Bank auditing.

*Events
(2006)*

Administrative Assistant

Nova Era Formaturas – Itajaí, SC, Brazil

Sales support;
Customer service;
Support and hosting of events.

INTERNSHIPS

*Events Department
(2004 – 2005)*

Hotel Portobello Resort & Safari – Mangaratiba, RJ, Brazil

Support and organization of events.

*Marketing
Department
(2004)*

John Deere Brazil – Horizontina, RS, Brazil

RP and Marketing support;
Assistance to international visitors.

*Touristic Complex
(2003)*

Parque Unipraias – Balneário Camboriú, SC, Brazil

General services and information.

LANGUAGES

Brazilian Portuguese: mother tongue

English: fluent (speaking, reading, writing, and comprehension)