


PERSONAL INFORMATION



Helena Maria da Costa Guimarães

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Sex F | Date of birth 19/04/1959 | Nationality Portuguese

JOB APPLIED FOR
POSITION
PREFERRED JOB
STUDIES APPLIED FOR

Translator – Graduate Translator

WORK EXPERIENCE

Replace with dates 200/2013

Freelance Translator /Marketing Assistant

Business or sector Translation, Marketing, Publicity

Hospital equipment – salesperson

2000/2007
1986-1999

Lived in Holland where I worked at several places and branches

EDUCATION AND TRAINING

2013

Graduated in Translation and Advice - ISCAP – Instituto Superior de Contabilidade e Administração do Porto

Freelance translation and interpreting

Translation, Interpreting ,Localization , Text Reviewing, & Editing

PERSONAL SKILLS

Mother tongue(s)

Portuguese

Other language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
Dutch	C2	C2	C2	C2	C1
German	C2	C2	C1	C1	C1
English	C2	C2	C2	C2	C1
French	C2	C2	C2	C1	C1

Communication skills

Good communication skills, working freelance and also along with other people on the same project

Organisational / managerial skills

Advising graduation from ISCAP

Job-related skills

Law, patent translation, Oilfield, Manuals, Marketing, Publicity, Tourism, Healthcare

Computer skills

CAT tools: Microsoft Office, SDL Trados

Driving licence

B driving licence

Publications
Presentations

Intercultural studying work presented and published at the I.S.CA.P .CEI magazine on-line