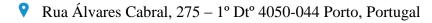


## PERSONAL INFORMATION

## Helena Maria da Costa Guimarães



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helennyen@hotmail.com

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



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

2013

Lived in Holland where I worked at several places and branches

**EDUCATION AND TRAINING** 

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 French	C2	C2	C2	C2	C1
	C2	C2	C2	C1	C1

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

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

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