

PERSONAL INFORMATION




Carina Maria Fernandes Monteiro

 Rua da Fonte, nº 15 Santo Amaro de Amoreira, 3090-425 Alhadas Figueira da Foz (Portugal)

 924078960

 carinafmonteiro@gmail.com

 www.carinafmonteiro.webnode.pt

 Google Talk carinafmonteiro@gmail.com

Sex Female | Date of birth 17/09/1981 | Nationality Portuguese

POSITION Translator

WORK EXPERIENCE

01/08/2017–Present

Translator

Babel Cube (United States)

- Translation of the Romance novel A Matter of Trust by Deb Stover

10/12/2012–31/05/2016

English Trainer

APOR, Inetese, Competir, Figueira da Foz (Portugal)

Teaching Short Term Training Units (UFCD) from various institutions, providing educational materials to carry them out, as all kind of evaluation to be carried.

UFCDs (after working hours):

English language - Agrotourism (25Hx2)

560 English Language - Sales, Negotiation and Marketing (25H)

5745 Technical English (50Hx5)

4640 English Language - Forming Materials (25H)

4650 English Language - Painting processes (25H)

4646 English Language - Metal constructions (25Hx2)

4657 English Language - Components assembly (25Hx2)

5794 English Language - Aeronautics (25H)

Learning Courses (Sales Technician and Logistics Technician)

Communicate in English Language: (Sociocultural Component)

- Read informative documents (25Hx3)

- Know the problems of the world nowadays (50Hx3)

- Travelling through Europe (25Hx3)

- Make an exhibition on international institutions (50hx4)

- Choose a profession / Change activity (25hx3)

- Discuss the rights and duties of citizens (25hx3)

Technological component:

354 (50hx2) - English Language - Customer Service

371 (50hx2) - English Language - Sales

358 (50hx2) - English Language - After-Sales Service

486 (50h) - English Language - Inventory management and warehouse

369 (50h) - English Language - Inventory management

493 (50h)- English Language - Information, coordination and control

01/09/2007–Present

Private tutor/ Translator

Self-employed person / Freelancer, Figueira da Foz (Portugal)

Help students to overcome their difficulties in languages and help them to gain new study techniques.

Translate documents from my native language to English and French and vice versa: CVs, Abstracts, Certificates, Divorce drafts, Letters, Employment contracts, Drafts, Medical Reports, Birth Certificates, Powers of attorney, Certificated documents working in partnership with the Notary office of Maria Delminda Neves, and I have translated the following websites: www.celbi.pt (from the Alti group) and www.rodrigobelard.com (Reiki instructor).

16/07/2012–21/08/2012

Administrative secretary

Soporcel - Sociedade Portuguesa de Papel, SA, Figueira da Foz (Portugal)

Administrative work in the field of paper sales, receive and make calls, give reports, etc. (holidays substitution)

15/07/2007–10/08/2010

Cashier/Cloakroom assistant/Promotional advertiser

Discoteca O Pessidónio, Figueira da Foz (Portugal)

Cashier, Cloakroom assistant and Promotion advertiser in direct contact with the public. Public relations directed to the foreign customer.

Period: Summer and New Year.

01/04/2008–10/12/2008

Concert hall assistant

CAE - Centro de Artes e Espectáculos, Figueira da Foz (Portugal)

Check foyer, concert hall and bathrooms, welcoming and follow-up of the public to the respective places, maintenance of standards assigned to each show.

EDUCATION AND TRAINING

09/2000–12/2006

Degree in Languages and Modern Literatures, French and English

EQF level 5

University of Coimbra - Languages school, Coimbra (Portugal)

General domain: French and English

Professional domain: customer service to foreign people; translation and retroversion; interpreter in different contexts, teaching, private tutor.

2007–2008

Trainer/Teacher

EQF level 5

Conclusão, Estudos e Formação, Lda, Figueira da Foz (Portugal)

Initial Pedagogical Training for Trainers Course (99H) - 2007/2008

Other formations: Security and Hygiene at work (50H) - 2012, IT - Basics (50H) - 2013

1997–1998

Certificate in IT from user point of view

EQF level 3

Centro As Beiras, Figueira da Foz (Portugal)

OS Windows

Microsoft Office: Word, Excel, Access

Internet - Intermediate user

06/03/2017–Present

Certificate in Receptionist/Administrative worker

Conclusão - Estudos e Formação, Coimbra (Portugal)

- Understand the role, functions, responsibilities and the tasks to be done by a professional on this area;
- Acquire accounting concepts and notions, possibly applicable in the administrative area;
- Acquire the notions of a company structure and organization;
- Know how to deal with time schedules and pressure;
- Distinguish several administrative tasks, associated to the management of the different company departments;
- Receive and accomodate guests, costumers and suppliers;
- Know how to prioritize tasks and subjects;
- Use a good level of English.

PERSONAL SKILLS

Mother tongue(s) Portuguese

Other language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C2	C2	C1	C1	C2
Degree in Languages and Modern Literatures, French and English					
French	C1	C1	C1	C1	C1
Degree in Languages and Modern Literatures, French and English					

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user
Common European Framework of Reference for Languages

Communication skills Good communication skills gained through work experience related to customer service.

Organisational / managerial skills Good organizational skills, acquired during school and professional years and as a volunteer, namely in arquive (gained through the experience as volunteer as 1st secretary of the board of the non-profit organization Clube Recreativo Instrução Alhadense and as Administrative worker at Soporcel (presently The Navigator company).
 Good time management.
 Always with the main aim of a continuous learning to improve skills.

Job-related skills Punctuality, creativity in addressing issues, good relationship with coworkers, good organization of educational material.
 Goog organization of educational material.
 Strong sense of responsibility, specially in the assigned tasks.
 Strong aptitude for writing, namely in the native language (Portuguese).

Digital competence

SELF-ASSESSMENT				
Information processing	Communication	Content creation	Safety	Problem solving
Proficient user	Proficient user	Independent user	Independent user	Independent user

Digital competences - Self-assessment grid

Solid MS Office and Internet knowledge.

Good hardware knowledge. Capacity to solve basic problems related to hardware and software, namely on Windows and other applications.

Good knowledge of hardware instalation, namely hard drives, memories, graphics, etc.

Basic knowledge of Photoshop and video editing.

Good knowledge of blog/site editing pages (blogger, wordpress, webnode)

CAT Tools: Presently using Google Translator Toolkit

Good knowledge of Social Media review and Public pages management (Facebook, Twitter, Instagram, Youtube,...)

Other skills Creation and Web content management, on sites listed below:

www.atocadagrila.blogspot.com (until 2013)

www.atocadagrila2.blogspot.com (present)

www.onavalista.blogspot.com (until 2013)

www.freguesiadealhadas.blogspot.com (until 2014)

www.carinafmonteiro.webnode.pt (professional site)

Administration and creation of multimedia content for the blog O Navalista, including photographs, interviews, flyers and several information related to Naval 1º de Maio Association, of which I was a member until 2013. Social network reviewer of A Toca da Grila and A Toca da Grila 2, O Navalista and Freguesia de Alhadas.

Direction member as 1st secretary of the non-profit organization Clube Recreativo Instrução Alhadense (Period: June 2015 - November 2016) dedicated to sports and local culture. Main tasks: mail management, official representation in several types of events, sports events support, writing of the board's meeting minutes, keeping the meeting records safe and organized, processing funds application forms and so on.

Driving licence AM, B1, B