



# José Petiz

## Translator and Virtual Assistant

### Personal Information

Name	José Petiz
Date of Birth	29 of October, 1987
Nacionality	Portuguese
Languages	English, Portuguese, Spanish

### Contacts

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### Professional Networks

- [www.linkedin.com/in/jose-petiz](http://www.linkedin.com/in/jose-petiz)
- [proz.com/profile/1727390](http://proz.com/profile/1727390)
- [www.poliwords.pt](http://www.poliwords.pt)

### SOFT SKILLS

 COMMUNICATION	 TEAMWORK	 WORK ETHIC
 ADAPTABILITY	 CREATIVITY	 INTERPERSONAL SKILLS



### About me

I am an industrious and hard-working linguist, with excellent communication and organization skills. I am actively looking for a job opportunity that will develop my experience and knowledge within the languages field. I am a self-taught and dedicated person who feels confident working as a part of a team or on my own.



### Qualifications

#### Degree in Consulting and Translation

2012-2015 - Instituto Superior de Contabilidade e Administração do Porto (ISCAP)

The degree in Consulting and Translation offers an widespread theoretical-practical training, based on two major areas: 1) Consulting and organizational communication and 2) Translation and the foreign languages.



### Professional Experience

#### Translator and founder of Poliwords (2015 - Present)

The Poliwords project began with a dream idealized during college by its creator, José Petiz. He aimed to create a project capable of providing Consulting and Translation services with high quality and providing support to the companies located in Santa Maria da Feira.

RECENT PROJECTS:

- **Frasa** - Catalogs and instruction manuals, from EN,ES > PT.
- **Unlocked International** - Promotional texts for the online videogame Dark Orbit, from EN > PT.
- **Minitravel** - Website translation, from PT > EN, ES.

#### Virtual Assistant (2015 - Present)

- **Indeed** - Internet scouting of companies with available job vacancies located in Portugal, Spain, Central and South American Countries.
- **Lionbridge** - Game testing and voice recording for virtual assistants (like Alexa from Google).



### Professional Skills

- |              |                 |
|--------------|-----------------|
| • Portuguese | • Design        |
| • English    | • Transcription |
| • Spanish    | • 3D Rendering  |



### Technical Skills

- |              |               |
|--------------|---------------|
| • Windows    | • OmegaT      |
| • Photoshop  | • SDL Trados  |
| • Twinmotion | • Illustrator |