

Camilla Mason

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SUMMARY OF QUALIFICATIONS

- Native English speaker, fluent in Portuguese
 - Proficient with legal, finance and business terminology
 - Competent in subjects concerning oil and gas
 - Certified, with 7 years of translation experience
 - Specialization certificate in legal translation
 - Excellent rapport among clients and colleagues
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PROFESSIONAL EXPERIENCE

2008 – PRESENT **TRANSLATOR** Alameda, CA and Rio de Janeiro, BR

- Contracts, legal opinions, certificates, mechanical reports and medical documents
 - Websites and Powerpoint presentations
 - Documents, CVs and general communications
 - Film subtitle transcription, translation and revision
 - Competent in: SDL Trados, Microsoft Word, Excel and Powerpoint
 - Language combinations include: Portuguese BR, Portuguese PT, English US and English UK
- In 2010 I began my affiliation with A.C. Burlamaqui Consultores (a well known Brazilian law firm). I started by translating emails for the attorneys, then transaction terms and legal opinions. From other clients I obtained experience in translating contracts, annexes, official letters and communications, certificates and licenses.
- Since 2013, I have been receiving projects mainly from translation agencies such as: Stealth Translation, SpanTech Translations, Business Team Translation and Linguística. The workload from these agencies has principally consisted of: arbitration cases (contracts, annexes, mechanical reports, email correspondence), material for public examinations, public tenders and financial documents.
- Through this experience, I have participated in the translation of documents for a variety of legal purposes involving large oil and gas companies, energy companies, banks and the Rio 2016 Olympics.

2006 - 2013 **ENGLISH/ PORTUGUESE TEACHER** New York, NY / Rio de Janeiro, BR

Virtual and In-Person Classes given at the following Companies:

- Petrobras (Oil and Gas)
- BNDES (National Development Bank)
- Banco Central (Central Bank)
- Sisgraph (IT Tech Services)
- Chemtech – A Siemens Company
- A.C. Burlamaqui Consultores (Law Firm)

1995 – 2009 **PRODUCTION HEAD/ GAFFER – for Live Events** San Francisco, CA/ New York, NY

- Responsible for the installation and execution of the event
- Executed technical planning and layouts, including mathematical computations
- Delegated to crews of up to 30 people
- Managed onsite logistics, trucking and equipment rentals
- Often worked in high pressure and hazardous environments

1995 – 1999 **ADMINISTRATIVE ASSISTANT** Oakland, CA

- Daily responsibilities included: letter and memo composition, data entry and office organization
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TRAINING

- Certified through the Specialization Course for Translators (DBB), recognized by ATA, ABRATES and SINTRA
- Certificate in Legal Translation (Specialization Course DBB)
- Certified in various methodologies and equipment that are specific to the production industry
- Trained in TEFL (Teaching English as a Foreign Language) – Teflcorp Agency