

João Mata

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Address: Madeira – Portugal

Accurate and reliable English to Portuguese translator

Highly motivated English to Portuguese translator and proofreader, dedicated to detail and committed to effectively communicating with clients, delivering top quality translations and meeting deadlines. Standard daily output of 5,000 words.

Fields of expertise

- Business & Finance; Media; Marketing & Public Relations; Automotive; Legal (Contracts, Letters, etc.); Gaming and Software (Mobile Applications); Travel & Tourism.

Key achievements

- Never missed a deadline in a 14-year career spanning from journalism to translation;
- Quickly adapted to change and thrived in challenging, fast-paced environments;
- Successfully led teams and worked with others to achieve common goals.

Education

2016 – **Diploma in Translation** awarded by the Chartered Institute of Linguists, with a “Distinction” in Business and a “Merit” in the General and Social Sciences fields.

2014-2015 – **Post-Graduation in Translation** at Universidade Autónoma de Lisboa, Lisbon, Portugal.

1996-2000 – **BA in Communication Sciences – Journalism**, by Faculdade de Ciências Sociais e Humanas (FCSH) of Universidade Nova de Lisboa, Lisbon, Portugal.

Professional Experience

From June 2013 (ongoing)

TransPerfect – Translator and External Quality Manager

- Either as Translator or as Quality Manager, has worked on projects for many blue-chip clients, in the Finance, Media, Travel and Education fields.
- As Quality Manager, ensures translated documents mirror the original source, making sure that directions were followed and if not, finds out why and fixes it;

- Has worked on linguistic validation projects involving back translation, checking the implementation of translations on websites and reporting errors, etc.

From November 2011 (ongoing)

Gengo.com - English to Portuguese Translator and Proofreader ("Ultra" Level)

- At this online translation agency, works as a translator and proofreader;
- Worked on projects for clients in sectors such as e-commerce, software, gaming, mobile apps, automotive, messaging, movie-making, e-learning;
- Met deadlines and had all translations approved by clients.

Other Translation Experience (From 2013 - ongoing)

Also worked on several projects for the following translation agencies:

- Today Translations;
- Multilingual Connections;
- Translation Cloud;
- Translated.net;
- GlobalComm Solutions;
- PPI Technical Communications;
- Creative Culture;
- TranExpress;
- Metafrasma;
- Maruboshi;
- WTA Traducciones;
- CT Language Service;
- Language Consultancy Services Pvt. Ltd;
- Lingosaur;
- WeLocalize;
- Linguitronics;
- One Hour Translation, and many others.

From January 2009 – December 2013

Farmácia do Caniço – Administrative and PR Assistant (Madeira)

- Produced press releases, advertising materials and handled marketing/PR.
- Devised the Newsletter project, which involved liaising with the articles' authors and newspaper Jornal da Madeira; proofreading of all articles and doing a monthly interview.

From August 2006 to March 2008

- Lived in Venezuela, honing Spanish-speaking and writing skills;
- Part-time English teacher at Alpha Learning, in Puerto Cabello (Carabobo);
- Translated documents from and into English for local businesses.

August 2002 – July 2006

Senior Editor – Banking & Finance at Xtreme Information and Durrants (London)

- At these media-monitoring companies, produced press-packs for blue-chip clients in the financial sector, including Lloyds TSB, Lloyds' of London, Barclays, among others;

- Selected relevant articles from the press and summarized them in English;
- Was in charge of assigning work, checking for accuracy and quality, ensuring the strict meeting of deadlines and liaising with account managers.

November 1999 – May 2002

Financial journalist at Negocios.pt and Jornal de Negócios (Lisbon)

- Wrote news articles, features, market reports and interviewed business leaders;
- Translated news available at Bloomberg newswire, from English to Portuguese;
- Gained an understanding of financial markets and products and knowledge of terminology included in financial reports, statements, prospectuses, policy papers, etc.

General Information

- CAT Tools: SDL Trados Studio 2011 and Wordfast Pro;
- Experience in using other tools such as Google Translator Toolkit; SDL Worldserver.
- Proz profile: <http://www.proz.com/profile/1743287>
- ADSL Internet connection;
- References and rates available upon request.

Main Translation Projects

Ongoing translations of marketing copy for a leading automotive brand (EN-PT) – over 30,000 to date and counting (February-April 2016)

UI interface for a series of electronic payment apps for a top credit card firm (EN-PT) – 40,000 words (March 2016)

Ongoing translations of devices' instructions for an e-reader company (EN-PT) – over 200,000 words to date (April 2014-March 2016)

Proofreading of an entire website for a travel & hospitality company (SP-PT) – 75,000 words (January-February 2016)

Translation of an instruction manual for a coating machine (EN-PT) – 15,000 words (January 2016)

Several brochures and online marketing content for cleaning machines/technology (EN-PT) – 5,000 words (December 2015)

Website translation for a company that produces bespoke website solutions (EN-PT) – 45,000 words – (November-December 2015)

Translation of a legal document (contract) (EN-PT) – 7,000 words (November 2015)

Internal training course on money laundering regulations (EN-PT) – 10,000 words (November 2015)

Translation of several internal procedures and policies for an international pharmaceutical company (EN-PT) – 20,000 words (October 2015)

HR materials and internal documents for a biotech firm (EN-PT) – 30,000 words (September 2015)

Over 30 ads for children's toys (transcreation) (EN-PT) (November 2014-March 2015)

Promotion guidelines for drinks company (EN-PT) – 11,500 words (March 2015)

Promotion materials for food firm (EN-PT) – 3,000 words (February 2015)

Safety course (for Angola) (EN-PT) – 25,000 words (February 2015)

Consumer products description for application (EN-PT) – 69,000 words (January 2015)

Course on financial regulations (EN-PT) – 13,500 words (January 2015)

Internal information on accounting regulations – 5,000 words (January 2015)

Transcreation work for pay-per-view company seeking to enter the Portuguese market (EN-PT) – 3,000 words (December 2014)

Contract in the oil industry (Angola) (EN-PT) – 19,500 words (December 2014)

Menus for an international hotel chain words (SP-PT) – 4,500 words (December 2014)

Legal documents (PT-EN) – 6,500 words (November 2014)

Contract for the oil & gas industry (Angola) (EN-PT) - 16,700 words (October 2014)

E-learning course on procurement policy (EN-PT) – 6,000 words (October 2014)

Travel industry website (EN-PT) – 5,000 words (September 2014)

Tender for a government contract in Mozambique (EN-PT) – 8,600 words (July 2014)

Website translation for rent-a-car company (EN-PT) – 13,000 words (May 2014)

Leasing contract (Mozambique) (EN-PT) – 12,700 words (May 2014)

E-learning course on workplace safety (EN-PT) – 13,900 words (April 2014)

Investment product brochure (EN-PT) – 3,600 words (April 2014)

Anti-corruption policy (EN-PT) – 9,000 words (March 2014)

Proposal for building an electricity-generation facility in Mozambique (EN-PT) – 22,000 words (March 2014)

Translation of 22 children's books (EN-PT) – 19,800 words (January-February 2014)

Quality management materials (EN-PT) – 7,300 words (January 2014)