

Alejandra Saavedra Mazzei

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SUMMARY

Professional translator and interpreter from either English - Brazilian Portuguese or Spanish - Brazilian Portuguese. Professor and researcher, for over 11 consecutive years, in the areas of translation, interpretation, and stylistics (Portuguese-Spanish-Portuguese). Fluency in the Portuguese language with excellent comprehension, grammar and proofreading skills. Excellent English reading comprehension and writing skills. Proactive, dynamic, and eager to learn innovative methods regarding translation and localization. Experienced user of CAT translation memories, such as Wordfast 5 Pro.

PROFESSIONAL EXPERIENCE

- A1 Traducciones** **Bogotá, Colombia**
Portuguese- Spanish Senior Translator 2019 – Current
- Translating and interpreting from Portuguese-Spanish-Portuguese legal documents.
 - Editing texts that have been translated by others freelance translators.
 - Proofreading texts to check quality in the final products offered to clients.
 - Giving feedback to members of the team using translation metalanguage.
 - Demonstrating flexibility and adaptability to changing work-flows and responsibilities as a professional translator.
- Universidad Central de Venezuela** **Caracas, Venezuela**
Assistant Full-time Instructor 2005 - Current
- Teaching Portuguese-Spanish-Portuguese translation and interpretation to students of the School of Modern Languages of Universidad Central de Venezuela.
 - Applying translation theories, strategies, and techniques in order to translate general texts, as well as those specialized in politics, economics, environment, and medicine.
 - Applying linguistic knowledge of the acquired second language to avoid problems in translation and writing in Spanish and Portuguese in students of the School of Modern Languages of Universidad Central de Venezuela.
 - Excellent active listening skills with the ability to understand verbal nuances
- Centro Internacional de Idiomas Cervantes** **Caracas, Venezuela**
Director 2006 - Current
- Organization of language courses (Spanish, English, Portuguese, Italian, and German)
 - Write out academic programs for teaching foreign languages based on the students' linguistic needs, as well as the assessment for proficiency exams.
 - Compose didactic materials for teaching courses jointly with other language coordinators.
 - Supervise task compliance by language coordinators at the Institute.
 - Understanding of the regions and cultural variations where Portuguese is spoken
- Enlace Servicios Lingüísticos Profesionales, C.A.** **Caracas, Venezuela**
Traduplus Servicios Lingüísticos C.A. 2004-Current
Portuguese Translator and Interpreter
- Translate and interpret from English to Spanish, English to Portuguese, Portuguese to Spanish or Spanish to Portuguese in different matters and in different types of texts.
 - Edit texts that have been translated by other members of the team of the company.
 - Proofread of target texts to check quality in the final product offered to clients.
 - Give feedback to members of the team using translation metalanguage.

Universidad Bolivariana de Venezuela (2005-2015)

Caracas, Venezuela

Academia Militar de Venezuela (2005-2013)

Teacher of Portuguese as a Foreign Language

- Plan and teach using diverse learning activities.
- Comply with the evaluation program established by the University.
- Adapt the activities established in the program for teaching Portuguese as a foreign language to the students' needs, motivations, and hobbies.

PROFESSIONAL QUALIFICATIONS

I have pursued the following courses and certifications:

Comprehensive Teaching Training at UCV (Aletheia)	2017
The different levels of linguistic analysis.	2015
Associate's degree in Higher Education Teaching	2012
Teaching techniques when teaching Portuguese as a foreign language	2008
Syntax, key tool for teaching Spanish as a foreign language	2008
Lexical semantics and computational linguistic resources	2005
Applied didactics in teaching Portuguese as a foreign language	2005
Lexical semantics and computational linguistic resources	2005
Teaching Portuguese as a foreign language training course (Portuguese as a foreign language class: objectives structure, and teaching strategies)	2005

EDUCATION

Universidad Pedagógica Experimental Libertador (UPEL)

Caracas, Venezuela

Master's degree in Linguistics.

2010-2016

Universidad Central de Venezuela

Caracas, Venezuela

Bachelor's Degree in Translation and Interpreting

1998-2005

High-School

7th-8th grade: Escola das Nações

Brasilia, Brazil, 1992-1993

9th grade: Colégio Sagrado Coração de Maria

Brasilia, Brazil, 1994

10th- 11th grade: Escuela Normal N° 6

Buenos Aires, Argentina, 1995-1997

Elementary (1st-6th grade)

Caracas, Venezuela

Colegio Miguel Otero Silva

1987-1992

REFERENCES

Carlos Saavedra - Director of the School of Modern Languages of Universidad Central de Venezuela
Email: saavedraazuaie73@gmail.com Telephone: (+58) 414-3661978

Maria Josefina Quijada – Director of Enlace Servicios Lingüísticos Profesionales C.A.
Email: enlacem@gmail.com Telephone: (+58) 412-3286393

Luis Roberts – Director of Traduplus Servicios Lingüísticos C.A.
Email: luisroberts@gmail.com Telephone: (+58) 412-6064945