

**ANALUIZA DOS SANTOS**

**ana2004luiza@yahoo.com.br**

## **GOAL**

Translator (English/Portuguese-Brazilian)

## **PROFESSIONAL EXPERIENCE**

- Technical English Translator, Engineering Company, Porto Alegre /RS (2013-current)
- Translator/Personal Assistant/House Manager, Philadelphia/PA (the USA) - 2008-2013
- Bilingual Receptionist, Cardona Apart Hotel, Montenegro/RS - 2008
- English Instructor, Wizard School, Montenegro/RS - 2007-2008
- English Teacher/Translator/Interpreter, self-employed, Philadelphia/PA (the USA) - 2005-2007
- Au Pair Care Internship, Larchmont/NY (the USA) - 2004/2005
- Pre-School Teacher, Instituto de Educação São José, Montenegro RS – 2001-2003

## **EDUCATION**

- Incomplete Executive Secretarial Graduate Course (coursing), FATEC Internacional, Porto Alegre/RS (2014)
- CAT Tools Workshop, América das Letras, Porto Alegre/RS (2014)
- Introduction to Translation Workshop, América das Letras, Porto Alegre/RS (2014)
- English to Portuguese Translation Skills (Expert Level), Expert Rating, Philadelphia/PA (USA) (2013)
- Medical Terminology Course (Expert Level), Expert Rating, Philadelphia/PA (the USA) (2013)
- Second Language Learning Advanced Course, Harvest Institute, Philadelphia/PA (USA) (2009-2010)
- Incomplete English Language and Literature Graduate Course, ULBRA, Canoas/RS (2002-2004)
- High School, CNEC, Farroupilha/RS (1999-2002)

## **OTHER SKILLS**

Intermediate skills in Spanish

Advanced skills in Computer Science