

# Jefferson Azevedo

## Translator, Technical Writer, and Editor

### PERSONAL PROFILE

Freelance translator for the Organization of American States (OAS). Translator and interpreter since 2003, with academic and professional experience in the United States, France, Uruguay, and Brazil. Native fluency in U.S. English and Brazilian Portuguese, fluent in Spanish and French. Participation in major projects for industry-leading players in the Financial, Energy, Technology, Medical, Marketing, Business Management, and Legal domains.

Highly efficient in Word Processing, Copy-Editing, Proofreading, and Machine Translation Post-Editing (MTPE). Skilled in multiple CAT and LQA tools, comfortable using different Translation Software Management and Project Management platforms. Superior communication, research, and analytical skills, as a result of a multicultural background in journalism and years acquiring expert knowledge in complex areas in short periods of time, in order to process information and deliver detail-oriented, competent translations. Experience managing translation, business administration, and engineering projects.

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### GET IN TOUCH



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### WORK EXPERIENCE

#### CHIEF TRANSLATOR @ VELOX BRASILIS | Apr 2013 – Present

Recruitment and management of project-specific remote teams for translations in Law, Banking & Finance, Capital Markets, Foreign Trade, Information Technology, Oil & Gas, Energy, Engineering, and Medical & Pharma. Project management duties including Translation, Editing, QA/QC, Document Control, Vendor Support, and After-Sales Support.

#### TRANSLATOR @ GLOBAL INTERPRETING | March 2011 – Present

Portuguese translator/interpreter for Public Company Accounting Oversight Board (PCAOB) reviews of Big 4 independent audits on the financial statements of Brazilian public companies traded at U.S. markets.

#### TRANSLATOR @ ORGANIZATION OF AMERICAN STATES | Sept 2020 – Present

Member of the OAS freelance translator roster.

#### TRANSLATOR @ INVESTING.COM | June 2021 – June 2022

Daily translation of news articles about Commodities, U.S. Stocks, Forex, and Crypto assets.

#### TRANSLATOR @ TOYO | Aug 2012 – March 2013

Management & control of bilingual construction and QA/QC records for the spool systems in an FPSO project for Petrobras. Translation of technical specifications & procedures and service agreements, plus interpretation of field instructions, QA/QC, and contractor management meetings.

#### TECHNICAL WRITER @ BP DO BRASIL | Aug 2011 – May 2012

Composition and implementation of bilingual Operating Management System (OMS) based on BP Global guidelines and local regulation. Composition and translation of company policies and procedures, particularly those related to document control and compliance. Helped facilitate the compliance assessment of individual departments' procedures and metrics to OMS standards and track the implementation of relevant action plans.

## MAIN PROJECTS BY SEGMENT

### LAW

**Words Processed: 6,000,000**

Translation of court rulings, plea bargains, and cooperation agreements to support the legal defense of Brazilian giants Petrobras and Eletrobras in U.S. Courts. Translation of Contracts, Sale and Service Level Agreements, Legislation, and Patents in multiple industries.

### FINANCE

**Words Processed: 5,500,000**

**Interpretation Hours: 1,600**

Translation and interpretation in annual reviews of independent audit work. Manualization of securities market oversight agency procedures, incorporating international best practices. Translation of financial statements and annual reports, audit reports and supporting evidence, local and international regulations and standards, due diligence, investment prospects, forex analysis, stock exchange procedures, and press releases.

### MANAGEMENT & CORPORATE

**Words Processed: 5,000,000**

**Interpretation Hours: 2,000**

Composition and translation of policies, processes, and procedures, notably Compliance, Document Control, Anti Money Laundering/Anti-Bribery, Governance, and Code of Ethics & Conduct. Preparation and control of bilingual work progress and QA/QC documentation. Interpretation of management meetings in multiple industries.

### TECHNICAL & ENGINEERING

**Words Processed: 4,500,000**

**Interpretation Hours: 3,000**

Translation of technical and QA/QC manuals, specifications, processes, procedures, drawings, field changes, reports, HSE guidelines, procurement and service level agreements. Interpretation of field instructions, shift turnover, HSE instructions, and management meetings. Industries include Aviation, Defense, Rocketry, Civil Construction, Mechanical & Electric Engineering, Nuclear Power, Wind Power, Solar Power.

### OIL & GAS

**Words Processed: 4,000,000**

**Interpretation Hours: 2,000**

Composition of bilingual operating management system. Composition and translation of bilingual consulting reports on crude oil E&P and export logistics. Preparation and control of bilingual work progress and QA/QC documentation. Translation of technical and QA/QC manuals, specifications, processes, procedures, drawings, field changes, reports, HSE guidelines, procurement and service level agreements, and press releases. Interpretation of field instructions, shift turnover, HSE instructions, and management meetings.

### EDUCATION

**Words Processed: 650,000**

Translation of academic articles on remote learning, RFPs for a university e-learning platform, and corresponding tender in response.

### MEDICAL

**Words Processed: 2,600,000**

Translation of Instruction for use and advertising material for hospital and laboratory equipment, in particular ventilators, peak flow meter, and other respiratory equipment; Vaccine Research; Clinical Trial Protocols and Dossiers; Informed Consent Forms; Patient Reports; Medical Records; Pharmacovigilance Reports; Chemistry, Manufacturing and Controls (CMC) and Good Manufacturing Practices (GMP) documentation; Drug Labels and Leaflets; Scientific articles in pulmonology, respiratory therapy, cardiology, neurology, oncology, and dentistry; Technical Specifications and Purchase Orders for hospital consumables; COVID-19 pamphlets and brochures.

### IT & LOCALIZATION

**Words Processed: 2,500,000**

Localization of mobile apps to English and logistics software to Portuguese. Translation of text strings between English, Portuguese, and Spanish to feed voice-recognition software. Translation of RFPs for national mobile structure upgrade and university-level remote learning platform, including technical details, along with corresponding tenders. Translation and editing of product description, promotional material, and press releases for augmented reality, biometrics, and wireless broadband solutions and devices. MTPE of technical descriptions and specifications for cable and mobile Internet services attached to an internal investigation.

### MARKETING

**Words Processed: 2,000,000**

**Interpretation Hours: 800**

Interpretation of focus groups and in-depth interviews for the use in the IT, Social Media, Streaming, Medical, Food & Beverage, Automotive, and Beauty industries. Translation of the corresponding research reports. Translation of websites, press releases, and catalogues in the Aviation, Defense, Biometrics, Augmented Identity, Wireless Network, and Oil & Gas sectors.

### NGOs & INTERNATIONAL ORGANIZATIONS

**Words Processed: 600,000**

Management of the Portuguese translation of the 2014 World Nutrition Report. Translation of application packages submitted by Oxfam to the European Union. Volunteer work for the NGO Translators Without Borders.

### E-COMMERCE

**Words Processed: 35,000**

Translation of product descriptions for Shopee.com and movie plot outlines for Amazon.

### TRANSCRIPTION & SUBTITLING

**Transcription Hours: 65**

**Subtitling Hours: 50**

Subtitling (including translation) of a workshop series on psychiatry, plus corporate and marketing videos and documentaries.

## CLIENTS

### DIRECT CLIENTS

Alpina, Amazon, B3, BP, BNP Paribas, CVM, Google, Odebrecht, Petrobras, Repsol, Shell, Sitti, TED, The World Bank, Toyo, Westinghouse.

### END CLIENTS

ABB, Aché, Adobe, Belzona, Butantan Institute, Cambium Networks, CargoWise, Eletrobras, Google, IDEMIA, Liberty PR, Merck, Modec, Movicel Angola, Netflix, Novartis, PCAOB, Sanofi, Sodebo, Twitter, UNICEF.

### AGENCIES

Aabam, CMM, JPD Systems, R.R. Donnelley, Jonckers, SDL, Solten, Taika, Targem, ULG, Win&Winnnow, ZAB Translations.

## REFERENCES

### LAW, TECHNICAL, MANAGEMENT –

Renato Ivanovich

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### FINANCE – Kris McKinley

mckinleyk@pcaobus.org

Leandro Manzoni

leandro.m@investing.com

### IT & LOCALIZATION – Mariana Ribeiro

zlkstudio@gmail.com

### MEDICAL – Edlana Dória

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## OTHER SKILLS

Excellent problem solver

Self-management

Fast turnaround

Responsive

Leadership & Initiative

High approval from customers

## DAILY OUTPUT

**TRANSLATION** – 6,000 words

**MTPE** – 10,000 words

**EDITING** – 12,000 words

**TRANSCRIPTION** – 60 minutes

## ACADEMICS AND CONTINUING EDUCATION

### ACADEMICS

FIELD	DEGREE	INSTITUTION	YEAR	CITY
Data Science	Bachelor	Universidade Estácio de Sá	2023 (in progress)	Rio de Janeiro, Brazil
Translation	Post-Graduate	Universidade Gama Filho	2006	Rio de Janeiro, Brazil
Journalism (minor in Spanish)	Bachelor	University of Portland	2002	Portland, OR, USA
French Language and Culture	Certificate	La Sorbonne	2001	Paris, France

### SPECIALIZATION & CONTINUING EDUCATION

FIELD	INSTITUTION	YEAR	WORKLOAD
International Financial Audit Standards	Comptroller General of Brazil	2020	40 hours
Information and Documentation Management	National School of Public Administration	2020	20 hours
Project Management Professional Workshop	RJPROJ	2018	72 hours
Scrum Master Workshop	RJPROJ	2018	24 hours
French <--> Portuguese Translation	Alliance Française	2005	180 hours
English <--> Portuguese Legal Translation	Instituto Glauce Franco	2004	180 hours

