

Silvia Martins | Certified Native Portuguese Translator

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Personal statement

Dedicated and passionate English, German, and Spanish to Portuguese translator with years of experience working first as part-time translator and since 2014 full-time translator specially in technical, IT, legal - specially contracts and certificates, patents and property-, marketing, and business fields. Also, audio-visual translation, and subtitles, closed captions, and audio quality checking. A competent communicator with the ability to build effective relationships with clients to establish translation requirements and deliver accurate, grammarly correct documents. Degree educated with a BA in Modern Languages and Literatures, English and German Studies and a BA in Languages, Literatures and Cultures, Portuguese, and Spanish Studies, with background of proofreading, terminology, editing and research. Familiar with computer-assisted-translation software including SDL Trados Studio and MemoQ.

. Experience of teaching English and German as a second language and in professional training courses for 17 years.

Key Skills

- Documents, websites, and subtitles Translation
- Translation Software Tools
- Punctuation/Grammar
- Proofreading and Editing
- Terminology/Linguistics
- Article Research and Analysis
- Cultural Awareness
- Time Management and Multitasking
- Self-Management and Self-Motivation
- Creative Writing Skills

Employment History

Freelance Translator of English, German, and Spanish to Portuguese

(June 2014 – Present)

Work on a freelance basis for translation agencies and direct clients

Achievements and responsibilities:

- Convert documents and articles from one language into another and ensure that the finalised converted article relay the intended message as clear as possible.
- Research legal and technical phraseology to ensure that the correct translation is used.
- Liaise with clients and project managers to discuss any uncertain points and address any requests for amendments.
- Follow the customers and agencies style guides.
- Review and proofread native text items to achieve accuracy.
- Localization of websites transcreating the texts to correspond to the target culture and as sounding natural as possible.
- Upheld strict confidentiality policy when translating personal and sensitive content.
- Managed and prioritised translation requests to achieve stipulated delivery expectations and service level agreements.
- Translated subtitles of series, documentaries, and movies.

- Verified and accessed the quality of films, episodes, trailers, and metadata for Translation Studios on proprietary platforms.
- Accessed and checked the quality of the subtitles, Forced Narratives, closed captions, audio and video before being released in streaming platforms.
- Provided transcription services.
- Stayed current with latest English-language idioms and cultural references to provide hyper-realistic subtitles' translation.

Part-time Translator

(September 1997 – May 2014)

Achievements and responsibilities:

- Translation of all sorts of documents like contracts, business letters, websites, manuals, menus, hotel leaflets, etc for direct clients and companies.
- The same as above.

English and German Teacher and Professional Trainer

(September 1997 – May 2014)

Achievements and responsibilities:

- Teaching English to Secondary School students.
- Teaching English to Tourism, Management, and Hotel Management Degree students of the ESGHT of the University of Algarve.
- Teaching English to Middle school students.
- Teaching English to Primary School students.
- Teaching German to Secondary School students.
- Teaching German to Hotel Industry School of Algarve Trainees.
- Teaching German to IEFP Secretaries Trainees
- Planning classes according to the national subject plans including exercises covering all the skills of reading, writing, listening, and speaking, necessary to learn a foreign language.
- Creating attractive and effective exercises for the students to learn the required skills.
- Creating test and exams to assess the students' learning achievements.

Translator and External Relations Assistant at Parentesis – Engenharia de Software

(January 1995 – August 1997)

Achievements and responsibilities:

- Translate and proofread corporate documents
- Translate games manuals and leaflets of games, consoles and computers
- Negotiate the import contracts of computers hardware: phone calling and fax writing.
- Negotiate the import of consoles and games: phone calling and fax writing.

Education and Qualifications

Post-Graduation in Linguistics Science/Faculty of Social and Human Sciences of the University of Algarve- Faro, Portugal

(September 2005 – June 2006)

Diploma in Translation and Technologies of Linguistic Information Camões- Language and Cooperation Institute – Lisbon, Portugal

(October 2004 to June 2005)

Bachelor's Degree in Languages, Literatures and Cultures, Portuguese and Spanish Studies/Faculty of Social and Human Sciences of the University of Algarve- Faro, Portugal

(September 2011 – June 2014)

Professional Requalification - Level V in Marketing and Commercial Management/ Institute of Employment and Professional Training (IEFP) Faro, Portugal

(March 2006 to April 2007)

Post-Graduation in Management for non-Specialists Superior School of Management; Tourism and Hotel Management (ESGHT) Faro, Portugal

(March 2002 to April 2003)

ERASMUS Scholarship, Bachelor's Degree in Modern Languages and Literatures, English and German Studies at the University of Salzburg - Salzburg, Austria

- 1 year of BA's Degree

(October 1992 – July 1993)

Bachelor's Degree in Modern Languages and Literatures, English and German Studies Faculty of Arts University of Coimbra - Coimbra Portugal

(September 1989 to March 1996)

Professional Memberships

APTRAD Associação Portuguesa de Tradutores e Interpretes, Member since 2016

PROZ -Professional Signature- Member since March 2014 Link:

[English/German/Spanish/Portuguese \(proz.com\)](http://English/German/Spanish/Portuguese (proz.com))

Additional Information

I.T. Skills: Microsoft Office including Word, Excel, Powerpoint, SDL Trados Studio, Memo Q, and Wordfast Zoodigital platform, Sferastudios platform and Sdi platform.

Languages: English (proficiency) , German (Fluent), Spanish (Fluent) French (Intermediate)

Interests: Reading, listening to Music, Watching Films and series, Cooking, Hydro gymnastics, Swimming, Picnicking and Tracking in the nature.

References

References are available upon request.