

CURRICULUM VITAE

PERSONAL INFORMATION

Luciana de Matos Abrantes
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Grove Park – London SE12 0ED

EMPLOYMENT HISTORY:

Freelance Interpreter/ Translator (London)

Silent Sounds

September 2015- present

Language Connect

February 2017 - present

OnCall Interpreting

March 2017 - present

DALanguages

April 2017 - present

- Face to Face/Telephone Interpretation

For the NHS, Hospitals, GP's, Schools, Mental Health Institutions etc.

- From Portuguese to English / English to Portuguese

Freelance Portuguese/English Translator

March 2013 – present

- Translation/Proofreading of Technical/general texts

- Music, Photography, Marketing, IT, Financial, Transports and General

Brand Ambassador/Team Leader

August 2017- present

ID/Live Agency (London)

Occasional event work in retail, customer service, sales for well known brands such as Youtube, Lego, and Barbie.

Telephone Interviewer (occasional work)

March 2016 – present

Perspective Research Services Ltd (London)

- Market research for Portuguese and Brazilian markets

- Translation of relevant material from/to Portuguese and English

Food supervisor, cocktail bartender, bookings coordinator

September 2007- 2014

Rules Restaurant Ltd- London

•Opening and closing of the bar, cash up, take payments, meet and greet customers

•Answering the telephone, call the reservations/hotels to check if customers are attending,

deal with any type of query over the phone.

Freelance Translator/Interpreter, Cape Verde

April - August 2010

- Translations and Interpretations within the local Education and Industrial sectors

Telesales, My Jobs Ltd-Portugal

2007

Assistant Manager, Ponti's Retail Ltd-London

2002

EDUCATION AND TRAINING

NCFE Level 2 Certificate in Business and Administration Knowledge

September 2015

Legal Studies and Legal Secretary Certificate, **2014**

BA Degree in Translation and Administration Assistant **2002-**
2007

ESE of Castelo Branco - Portugal

Internship, E.S.G.I.N- Portugal **2007**

•Translation and Management Assistance

SKILLS AND ABILITIES

Languages

Portuguese:	Native
English:	Advanced
Cape Verdean Creole:	Advanced
Spanish:	Intermediate

Computer Skills and Competences

- Microsoft Office Programs/Package
- Internet Explorer, E-mail, Photoshop, Lightroom, Final Cut Pro
- CAT tools/programs: Wordfast, Across, Catalyst...

HOBBIES AND INTERESTS

- Theatre, Films, TV & Music
- Video- Filming, Editing & Production
- Languages

AITI Member since 2014

