

## ELAINE CRISTINA PEREIRA MENEGON

### ENGLISH AND SPANISH INTO BRAZILIAN PORTUGUESE TRANSLATOR

**GOAL:** Would like to work as a translator for a successful and ambitious company that offers great opportunities for career development and progression.

#### AREAS OF EXPERTISE

Translating, editing and proofreading documents in the following areas:

- Technical
- Engineering
- Medical
- Life science
- Law/patents
- Business/financial
- Marketing
- Human Resources
- Internal communications
- Corporate policies
- Health, Safety and Environment

#### PERSONAL SKILLS:

- Detail oriented
- Well organized
- A multi-skilled, reliable, talented and qualified translator with a proven ability to translate written documents from a source language to a target language.
- Able to work under pressure and meet tight deadlines, prioritizing work and delivering a good quality work
- A quick learner who can absorb new ideas and communicate clearly and effectively with people from all social and professional backgrounds
- Well mannered, articulate and fully aware of diversity and multicultural issues.
- Flexible in the ability to adapt to challenges when they arise aware of professional roles

#### WORK EXPERIENCE:

**1995 – Present:** Independent translator performing translation services to several companies and translation agencies throughout the world including:

Concha y Toro vineyard, Brass Chile, Vale do Rio Doce, Ferrus, Transperfect Translations Inc. and partner companies, Translanguage Translations LTDA, Thorough Tech Simulation, Orica Mining Service, Epysa Equipos, Museo de la Moda and Universidad de Chile as some of my most important clients.

#### DUTIES:

- Researching legal, technical, financial and business phraseology to ensure the correct translation is used.
- Liaising with clients to discuss any unclear points.
- Providing guidance and feedback and creating customer-specific style guides.
- Translation of documents/letters from English and Spanish into Brazilian Portuguese.
- Reviewing and proofreading mother-tongue texts.
- Revising more junior translators' translations.
- Retrieving articles from newspapers, magazines and the internet and translating them into English.
- Translating TV series, scientific documentaries and movie synopsis.

#### KEY SKILLS AND COMPETENCIES:

Proficient in Wordfast

Able to fluently speak English, Spanish and Portuguese

Highly skilled in Word, Excel and Power Point, Subtitle Workshop and Photoshop CS5

<p><b>PERSONAL DETAILS:</b></p> <p>Elaine Cristina Pereira Menegon</p> <p>Santiago de Chile, Chile</p> <p>T: 00(569)7518-0112</p> <p>E: <a href="mailto:contactotraduccion@gmail.com">contactotraduccion@gmail.com</a></p> <p>Nationality: Brazilian</p> <p>Living in Chile since 2008</p>	<p><b>ACADEMIC QUALIFICATIONS:</b></p> <p><b>UNISO (1994-1997)</b></p> <ul style="list-style-type: none"> <li>➤ Degree in English-Portuguese Translation</li> </ul> <p><b>Instituto Profesional Valle Central (2012-2014)</b></p> <ul style="list-style-type: none"> <li>➤ Degree in English-Spanish Translation</li> </ul> <p><b>REFERENCES AND WORK SAMPLE</b> – Available upon request</p>
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