



## ANA MACHADO VAN DER LEE

FREELANCE TRANSLATOR & PROOFREADER | ENGLISH-PORTUGUESE (PT)  
SPANISH-PORTUGUESE (PT)  
PORTUGUESE >> NATIVE LANGUAGE

### MAIN FIELDS

- \* Hospitality
- \* Tourism & Travel
- \* Technical
- \* Marketing
- \* Social media
- \* E-commerce
- \* IT

### SOFTWARE

- \* SDL TRADOS 2015
- \* Adobe Acrobat
- \* Microsoft Office 2016

### MEMBERSHIPS

- \* ITI >> Career Affiliate
- \* CIOL >> IoLET Affiliate

### VOLUNTARY WORK

At The Translation Commons by  
The Rosetta Foundation

### EXPERIENCE

FREELANCE TRANSLATOR (LONG-TERM COOPERATION AGREEMENT)  
• TRANSLATED SRL • 12/2018 – PRESENT

FREELANCE TRANSLATOR (LONG-TERM COOPERATION AGREEMENT)  
• SUMMA LINGUAE S.A. • 09/2018 – PRESENT

FREELANCE TRANSLATOR (LONG-TERM COOPERATION AGREEMENT)  
• WELEAD TRANSLATIONS INC. • 08/2018 – PRESENT

FREELANCE TRANSLATOR (LONG-TERM COOPERATION AGREEMENT)  
• ACCURATE TRANSLATION CO LTD • 06/2018 – PRESENT

FREELANCE TRANSLATOR (LONG-TERM COOPERATION AGREEMENT)  
• LANGSPIRE • 02/2018 – PRESENT

FREELANCE TRANSLATOR (LONG-TERM COOPERATION AGREEMENT)  
• TILTI SYSTEMS LTD. • 03/2017 – PRESENT

FREELANCE TRANSLATOR (LONG-TERM COOPERATION AGREEMENT)  
• LINEARIS TRANSLATIONS • 03/2017 – PRESENT

FREELANCE TRANSLATOR (LONG-TERM COOPERATION) • RUS  
CONSULTANT PVT. LTD. • 10/2016 – PRESENT

FREELANCE TRANSLATOR (LONG-TERM COOPERATION) • ASIAN  
ABSOLUTE • 08/2016 – PRESENT

FREELANCE TRANSLATOR (LONG-TERM COOPERATION) • LANGUAGE  
SURF • 04/2015 – PRESENT



ANACAMPOSMACHADO  
@GMAIL.COM



ANACAMPOSMACHADO



+44(0)7804492792



LINKEDIN.COM/IN/ANA  
MACHADOVDLEE



## EXPERIENCE IN HOSPITALITY

---

**FOOD & BEVERAGE MANAGER/ HEAD BUTLER • HOTEL CAFÉ ROYAL, UK • 06/2014 – 06/2015**

**HEAD BUTLER • AMAN RESORTS, TURKS & CAICOS ISLANDS • 11/2012 – 05/2014**

**SENIOR BUTLER • STARWOOD HOTELS & RESORTS, QATAR • 11/2011 – 11/2012**

**CATERING EXECUTIVE • MARTINHAL FAMILY HOTELS & RESORTS, PORTUGAL • 06/2010 – 06/2011**

**BUTLER • STARWOOD HOTELS & RESORTS, USA • 11/2007 – 05/2010**

## EDUCATION

---

**IOLET DIPLOMA IN TRANSLATION (QCF) • JANUARY 2017**

**POST GRADUATE DIPLOMA IN HOSPITALITY MANAGEMENT • JUNE 2007 • GLION INSTITUTE OF HIGHER EDUCATION, SWITZERLAND**

**BUSINESS ADMINISTRATION BACHELOR DEGREE • JUNE 2006 • CATHOLIC UNIVERSITY, PORTUGAL**

**HIGH SCHOOL DEGREE • JUNE 2000 • COLÉGIO NOSSA SRA. DO ROSÁRIO, PORTUGAL**

**PRIMARY & ELEMENTARY SCHOOL DEGREE • JUNE 1997 • GERMAN SCHOOL, PORTUGAL**



**ANACAMPOSMACHADO  
@GMAIL.COM**



**ANACAMPOSMACHADO**



**+44(0)7804492792**



**LINKEDIN.COM/IN/ANA  
MACHADOVDLEE**