

Melissa Catiéli Krombauer



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ABOUT ME

DoB: 23/01/1993 (23 years) – Brazilian.

I am Brazilian, 23 years old. Since 2011, I have worked as an assistant to a professional translator, Martin Riordan, and often did translations from English into Brazilian Portuguese.

I studied English in private language schools in Brazil and have now reinforced this with an English course in Greenwich, London, and a six-month stay in England.

My knowledge of English, together with the experience gained over the years I worked with Martin, enable me to do good translations from English into Brazilian Portuguese.

From my degree course in Accounting, I have extensive knowledge of accounting terms, which gives me an advantage in translations of financial and accounting documents.

I strive to work with quality in everything related to translations: good communication with the PM, high-quality translation, excellent formatting and layout of the final document and punctual delivery.

UNIVERSITY DEGREE

- 2012 – 2015 – Degree in Accountancy – Faculdades Integradas Machado de Assis – Santa Rosa – RS - Brazil.

PROFESSIONAL EXPERIENCE

- 22/08/2011 – 29/02/2016 – Martin Alexander Riordan/Informática Dinâmica Ltda.
Function: Administrative Assistant. During this period I performed various functions, mostly computer-related.
- Freelancer Translator: During this time, I have been translating from English into Brazilian Portuguese.

SOFTWARE TOOLS

Computer use: During the five years I worked with Martin, I used a computer on a daily basis to perform the most varied tasks.

I have wide experience in using software, including:

- MS Word, PowerPoint and Excel,
- memoQ (a CAT tool for translation)
- Trados (a CAT tool for translation)
- Fine Reader (a PDF conversion tool)
- Corel Draw
- Photopaint
- Many others

LANGUAGE SKILLS

2012 – 2015 – English Course – Wizard – Santa Rosa – RS – Brazil

04/04/2016 – 15/07/2016 – English Course - UIC English – Greenwich – London – UK.

OTHER SERVICES

In addition to translation, I offer services of audio transcription services in EN and conversion of documents from PDF to Word format. In this conversion, the end result is a Word document without multiple sections, without text boxes and other similar elements type, and with formatting and layout very similar to the original document.