

PERSONAL INFORMATION



Bruno Miguel Oliveira Sá

📍 Travessa Nossa Senhora de Fátima n.º 173, 4535-136 Lourosa (Portugal)

☎ (+351) 917 31 63 72

✉ bmtranslation@hotmail.com

Sex Male | Date of birth 5 Dec 1992 | Nationality Portuguese

WORK EXPERIENCE

6 Jun 2016–Present

Freelance Translator

Provider of translation and linguistic services to the following agencies:

- RixTrans | Translation Service Company
- TextMaster: Online Translation
- Tolingó | Translation agency
- Straker Translations | We are the future of translation
- Treeloc | Traducció i localizació

22 Nov 2017–22 Feb 2018

InHouse Translator | EN>PT-PT

JABA-Translations

Rua de Bustes 682, 4400-392 Vila Nova de Gaia (Portugal)

<https://www.jaba-translations.org/>

3 Oct 2017–22 Nov 2017

English Tutor

Study Centre Dinágo

Tv. Sobral 265, 4535 Lourosa (Portugal)

<https://pt-pt.facebook.com/dinago.ce>

- Tutoring secondary school children

EDUCATION AND TRAINING

2015–2017

Master's degree in Specialized Translation and Interpreting

ISCAP - Instituto Superior de Contabilidade e Administração do Porto - IPP (School of Accounting and Administration)

Rua Jaime Lopes Amorim s/n, 4465-004 S. Mamede de Infesta (Portugal)

www.iscap.ipp.pt/

■ English; Russian

- Literary Translation
- Economic Translation
- Law Translation
- Liaison Interpreting
- Conference Interpreting
- Video Remote Interpreting
- International Organizations
- Localization and Translation Project Management
- Research Methods in Translation

2015–2017 **Specialist Degree in Specialized Translation and Interpreting**
 ISCAP - Instituto Superior de Contabilidade e Administração do Porto - IPP (School of Accounting and Administration)
 Rua Jaime Lopes Amorim s/n, 4465-004 S. Mamede de Infesta (Portugal)
www.iscap.ipp.pt/

2011–2015 **Degree in Business Communication**
 ISCAP - Instituto Superior de Contabilidade e Administração do Porto - IPP (School of Accounting and Administration)
 Rua Jaime Lopes Amorim s/n, 4465-004 S. Mamede Infesta (Portugal)
www.iscap.ipp.pt/

English; German; Russian

- Management; Organizational Management; Law; Commercial Law
- Marketing Communication; Institutional Communication
- Discourse Analysis and Discourse Structuring; Technical Writing
- Communication Theory and Textual Practice
- Workshop on Business Communication; Argumentation Theory and Practice
- Information and Communication Technologies
- Ethics and Deontology
- Translation and New Technologies

2007–2010 **Professional Training Course in Industrial Maintenance/Mechatronics** EQF level 3

CINCORK - Centro de Formação Profissional da Indústria da Cortiça (Cork Industry Center)
 Rua Alto do Picão - Lugar da Valada - Apartado 10, 4536-904 Santa Maria de Lamas (Portugal)
www.cincork.com/

- Portuguese; English; Mathematics; History
- Reading and interpretation of Technical Text
- Mechanical Technology; Machinery Components
- Automated Systems; Electricity
- Engineering constructions; Electromechanical maintenance

PERSONAL SKILLS

Mother tongue(s) Portuguese

Foreign language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C2	C2	B2	C1	C2
Russian	B1	B2	B2	B1	C1
German	A2	A2	A1	A1	A1

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user
 Common European Framework of Reference for Languages

Communication skills

- Excellent verbal/written communication skills
- Discursive, Argumentative and Expressive Ability
- Excellent capacity of communication and interpersonal persuasion

- Organisational / managerial skills**
- Good organization and learning skills
 - Excellent coordination capacity
- Job-related skills**
- Translation and interpretation of documents
 - Subtitling
 - Management of terminology
 - Management of translation projects
 - Creation and maintenance of databases and glossaries
 - Software and website localization
 - Proofreading
 - Linguistic consultancy

 - Public Relations and Event Organization Technician
 - Communication Assistant/Consultant
 - Analysis and Market Research
 - Analysis, Study and Preparation of Communication Projects
 - Competitiveness Analysis
 - Preparation of Marketing Strategies
 - Brand Management
 - Social Communication Management
 - Management of Social Networks

Digital skills

SELF-ASSESSMENT				
Information processing	Communication	Content creation	Safety	Problem solving
Proficient user	Proficient user	Independent user	Independent user	Proficient user

Digital skills - Self-assessment grid

- Translation software (Across; SDL Trados Studio; SDL Multi Term; SDL Passolo; MemoQ)
- Microsoft Office (Word, Excel, Access, PowerPoint, Visio)

- Other skills**
- Excellent working and reasoning capacity in various environments and under stress
 - Team Spirit
 - Flexibility and easy adaptation to change
 - Dynamism and energy
 - Sense of organization and orientation
 - Continuous learning ability

 - Self-esteem and emotional stability

Driving licence A1, B