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CAREER OBJECTIVE

- Translation services from English into Brazilian Portuguese
- Proofreading services in English and Brazilian Portuguese
- Editing services in English and Brazilian Portuguese

ACADEMIC QUALIFICATION

- Translation Certificate at Bellevue College, WA, USA – still in progress
- Associate of Arts Degree at Bellevue College, WA, USA – still in progress
- Early Education Degree at Bellevue College, WA, USA – still in progress
- Bachelor's Degree in Languages - English / Portuguese at PUC Campinas, SP, Brazil in 2012
- English as a Second Language Program – Adv. at Montclair State University, NJ, USA, in 2013
- TESOL/ TESL/ TEFL Teacher Training Certification with specialization in Teaching TOEFL Preparation at Oxford Seminars in Seattle, WA, USA, in 2016
- French 1/ 2/ 3 at Bellevue College, WA, USA, in 2015

TRAINING COURSE

Legal Terminology: Trademarks Terminology – Proz.com

Legal Terminology: Copyright Terminology – Proz.com

Legal Terminology: Public International Law Terminology – Proz.com

Legal Terminology: Civil Litigation Terminology – Proz.com

Legal Terminology: Privacy and Confidential Information Terminology – Proz.com

WORKSHOP AND CONFERENCE ATTENDANCE

- NOTIS Whirlwind Weekend – A New Era of Medical Translations: Skills for 2016 and Beyond
- NOTIS Whirlwind Weekend – The World of CAT Tools: Advantages, Disadvantages, Innovations, and Translating Complex File Formats
- OSTI 2016: Showing All Your Cards
- Proz.com Virtual Event Series
- Proz.com Marketing & Recruitment Day
- Proz.com CAT Tool & Software Day

QUALIFICATION

- Native in Brazilian Portuguese
- Fluent communication skills in English
- Experienced in proofreading articles for publication
- Experienced in proofreading engineering technical documents
- Specialist in technical documents localization
- Experience with WordFast Anywhere
- Experienced in teaching multi-level English classes
- Ability to teach English and Portuguese grammar
- Ability to work with Microsoft Office package
- Easy to communicate
- Skilled to work with technical documents with emphasis on engineering documents
- Teaching English and Portuguese Internship
- Beginner skills in French

- Fast learning skills
- Good at team working
- Pro-active and motivated to always improve my work
- Growth mindset skills

PROFESSIONAL EXPERIENCE

SEATTLE WORLD SCHOOL

Volunteer as an English Teacher Assistant

From Jan/2017 until now

Duties:

- Teach English to beginner level students (refugees) from 12 - 21 years old
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AU PAIR IN AMERICA - USA

Au pair

From 08/2013 to 07/2015

Duties:

- Take care of 9-year-old twins - drive, cook and help with school projects
 - Take care of 10 and 13-year-old children - drive, cook and help with school projects
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PETRÓLEO BRASILEIRO S/A - BRAZIL

Proofreader, archivist, and team manager

From 09/2008 to 06/2013

Duties:

- Proofread, correct errors and register documents
 - Proofread instruction manuals
 - Localize technical documentation
 - Manage my team of proofreaders and publishers
 - Inspect published documents
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PIO XII

English and Portuguese Teacher Internship

Jun 2011

Duties:

- Assist teacher
 - Correct activities
 - Work with children with disabilities
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EE PROF. UACUARY RIBEIRO ASSIS BASTOS

English and Portuguese teacher Internship

Jun 2010 and Dec/2012

Duties:

- Assist teacher
- Correct activities