

## Simone Araujo de Souza

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English to Portuguese (Brazil) translator with 10 years of experience and more than 7,600,000 words translated in the following areas: legal (contracts), accounting, finance, foreign trade, insurances and related matters.

### **Education**

2010 - 2012 Specialist in Translation (English- Portuguese) - Universidade Gama Filho

2002 - 2005 English for Foreigners - Green Valley School (London)

1994 - 1998 Bachelor of Accounting - Faculdade de Ciências Econômicas de São Paulo

1989 - 1991 Technician of Accounting - ETE Professor Camargo Aranha [Technical School]

### **Extension Courses** (between 2007 and 2016)

- Legal English at Universidade Ibero-Americana in 2007
- English Common Law: Structure and Principles - University of London/Coursera
- Basics of Insurances - Escola Nacional de Seguros - Funenseg
- Transport and Fleet Management - SEST/SENAT
- Basics of Logistics - SENAI
- Contract Law: From Trust to Promise to Contract - Harvard University/EDX
- Patents and Legal Basis - FGV Online
- An Introduction to American Law - University of Pennsylvania/Coursera

### **Professional Experience:**

05/2007 - until now **ÁGABO SERVIÇOS DE TEXTOS LTDA. ME**

#### **Translator (Owner)**

- English-Portuguese translation and proofreading mainly in the following areas:  
Contracts, powers of attorney, certificates, accounting and financial documents, bills of lading, insurances.

03/2006 - 04/2007 **BRAZIL TRANSLATIONS & SOLUTIONS LTDA.**

#### **Proofreader**

- Proofreading and translation in several areas, glossaries organization and maintenance.

06/2002 - 01/2006

English courses in London, obtaining Cambridge First Certificate in English.

03/1997 - 04/2002    **GRUPO PÃO DE AÇÚCAR**

**Accounting Assistant**

- Accounting routines, monthly accounting closing, conciliation and accounting analysis.

01/1993 - 03/1997    **APJ ORGANIZAÇÃO CONTÁBIL S/C LTDA.**

**Partner**

- Accounting and tax routines, accounting closing, conciliation and accounting analysis, balance sheets, financial statements and contracts drafting.

**Other Knowledges**

MS-Word, Excel, Power Point

**CAT Tool**

SDL Trados Studio 2015