

Pedro Matias

Portuguese Interpreter & Translator

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Personal summary

A skilled, talented and reliable English to Portuguese legal and medical interpreter and translator with extensive experience in bilingual secretarial roles. Originally from Lisbon, Portugal, I am a full member of the Institute of Linguistics and the National Register of Public Service Interpreters. I have signed the professional code of conduct and I am security cleared. A highly organized and efficient individual, articulate and self-disciplined, whose thorough and precise approach to projects has yielded excellent results.

Work experience

Freelance Interpreter and Translator

Since August 2015 I have worked on a wide variety of assignments for governmental bodies such as the Ministry of Justice, Home Office, UK Visas & Immigration, and the Crown Prosecution Service, as well as with language service providers such as Language Services Associates, Global Voices, Capita Translation and Interpreting, Reliance Translations, Welcome Translations, Kwintessential Translations, among others, with over 1500 hours of experience in face-to-face assignments and telephone interpreting, and translating in different contexts such as legal, medical, and financial. I use SDL Trados Studio translation software.

Skills & competencies

- Translation of documents from English to Portuguese
- Conducting face-to-face interpreting assignments
- Telephone interpreting
- Researching legal and medical terminology to ensure translation accuracy
- Liaising with clients to discuss any unclear points
- Providing guidance and feedback
- Reviewing and proofreading mother-tongue text.
- Excellent English and Portuguese speaking and writing skills.
- Reviewing online articles
- Updating terminology databases and other CAT tools
- Commitment to continuous professional development

Education

Diploma in Translation

Merits - Units 1 (General text) & 2 (Literature)

Pass - Unit 3 (Social Science)

DPSI - English Law

Merits - Units 1, 2 & 4

Distinctions - Units 3 & 5

Diploma in Police Interpreting

Merits – Units 1 & 4

Equivalence – Units 2, 3 & 5

Richland College, UTD – University of Texas in Dallas, U.S.A.

(September 2002 – March 2003)

- English
- Algebra
- Computer Sciences
- Government

Secondary School Seomara da Costa Primo – Lisbon, Portugal

(September 1989– June 1997)

GCSEs, including English, Portuguese, Math, History, Geography and Biology.

References available upon request



