

ANA ALMEIDA

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PROFESSIONAL SUMMARY

Translator and proofreader with wide range of document style experience.
Consistent and reliable.

SKILLS

- Skilled interpreter and translator
- Exceptional writer
- Experienced in subtitling
- Microsoft Office proficiency
- Proficient computer skills
- Detail oriented
- Highly organized
- Effective time management
- Fast learner
- Highly observant

WORK HISTORY

- 2015 to Current **Freelance Translator**
Own office
- Translated text to and from English and Portuguese.
 - Reviewed copy and made recommended changes for error-free documents.
 - Prioritized workflow and managed schedules to deliver completed projects under deadline.
 - Managed several projects at once under tight deadlines.
- 2014 to Current **Volunteer Translator**
TED
- Understood and adhered to content best practices and subtitle specifications.
 - Participated in peer reviews of subtitle translations.

EDUCATION

- 2018 **Bachelor of Arts: Languages and Literature (English/Portuguese)**
PUC-Campinas - Pontifícia Universidade Católica de Campinas
- Emphasis in Professional Translation and Proofreading
 - Coursework includes Linguistics and Literature.
 - Recipient of PROUNI Scholarship
- 2014 **Vocational degree: Administration**
FIEC - Fundação Indaiatubana de Educação e Cultura
- Coursework in Business Administration, Communications and Accounting
 - Coursework includes Entrepreneurial Management