

Yollanda Assis Silva
29 years old

Job

Medical device translation, English to Portuguese.

Education

2011 - 2015 – Graduated in Language – Portuguese, English and Literature at FEPI (Centro Universitário de Itajubá).

2017 – 2018 - Post-Graduated in Translation of English at Estácio (São Paulo).

Work Experience

2011 – 2014 – Agência Mestre

Position: Text reviewer.

Main tasks:

- Production of content for websites.
- Review of content produced by freelancers and instruction about production.
- Research and creation of content for infographics of companies' websites.

2015 – 2019 – Tradworks Services

Position: Translator and bilingual reviewer.

Main tasks:

- Translation and review of aircraft Technical Manual.
- Translation and review of contracts.
- Translation and review of diverse documents, such as curriculum, abstracts, softwares, academic papers, formal letters, etc.
- Domain of SDL Trados Studio.

January – April 2019 – Nook iT Mexico

Position: Global Entrepreneur by AIESEC.

Main tasks:

- Mailing.
- Management of blog and webpage.
- Management and automation of CRM.
- Management of social media.

August 2019 – 2021 - Tradworks Services

Position: Service provider as Individual Micro-Entrepreneur (IME) – Translation and marketing services.

Main tasks:

- Translation and review of aircraft Technical Manual, books and diverse documents.
- Management of social media.

Language

Native: Portuguese

2008 – 2011 – English course at ABC by English.

2011 – 2015 – English course at CNA Idiomas.

2015 – 2017 – Spanish course at Tradworks Courses.

2021 – 2022 – French course at KNN Idiomas.

Certificates

- Cambridge English: First (FCE) of English proficiency.
- General English (70 hours) by Lisc (Limerick International Study Centre) – Limerick, Ireland.
- AS350 B2 Theoretical Familiarization by Helibras.
- Test Examination for Translation services by Airbus Helicopters.
- International English Language Testing System (IELTS).
- Content Marketing by Universidade Rock Content.
- Content Production by Universidade Rock Content.
- Course to entrepreneur by Nook iT - Toluca, Mexico.
- PyME Course by Nook iT - Toluca, Mexico.