

Renan Leimontas

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SUMMARY OF QUALIFICATIONS

- 3 years of experience in editing and proofreading.
- Over 5 years of experience with translation (technical and academic).
- Strong academic background in Localization (software translation) and Video Game Studies.
- Demonstrated ability to work well with others in a group environment, as well as under pressure with short deadlines.
- Professional communication skills include fluency in English (IELTs 8.5/9; TOEFL 114/120) and Brazilian Portuguese (native), and intermediate level in French (TEF Canada B2), Italian, and Spanish.
- MA in Translation Studies (2017); BA in English Language and Literature (2014).
- Computer skills include:
 - Advanced skill in MS Word; intermediate level in rest of MS Office package;
 - Intermediate knowledge in WordFast, Trados, and Subtitle Workshop;
 - Intermediate knowledge of InDesign and Adobe Photoshop.

PROFESSIONAL EXPERIENCE

Proofreader/Technical Editor (20hrs/week)

Feb 2012 – Dec 2012 and Aug 2015 – Jul 2017

Laboratory of Transportation and Logistics (LabTrans)

Florianópolis, Santa Catarina, Brazil

- Elaborating, editing, correcting, revising (form and content alike), occasionally translating, and formatting documents and technical reports of the projects developed by the Laboratory, making sure they adhered to standard Portuguese and to ABNT norms.
- Being able to work in a team and under pressure – it was necessary to coordinate with six other team members in order to maintain style and coherence when large requests were split due to short deadlines.
- Communicating efficiently and daily with the technical teams and with the other support teams, reinforcing workflow practices, guaranteeing there would be no misunderstandings regarding content and even giving tips to improve writing.

Translator (20hrs/week) Feb 2015 – May 2015

Certified Translation Office Adriana Maciel

Florianópolis, Santa Catarina, Brazil

- Translate and format any documents required by clients (birth or marriage certificates, driver's licenses, diplomas, academic transcripts etc.).
- Customer service: answering clients in person or through e-mails or phone calls to schedule translations, answer questions, or receive payments.

Intern (20hrs/week)

Nov 2011 – Feb 2012

UFSC's Undergraduate Students Office (PREG)
Florianópolis, Santa Catarina, Brazil

- Helping with the archival of national and international partnerships between private and public companies and the University; orienting and serving the general public; receiving, elaborating, and sending correspondence.

Intern (20hrs/week)

Dec 2009 – Dec 2010

UFSC's International Office (SINTER)
Florianópolis, Santa Catarina, Brazil

- Helping Brazilian students who wished to be part of exchange programs by contacting foreign universities and providing information and orientation regarding procedures.
- Helping foreign students regarding documents for UFSC or providing information regarding the University.
- General secretary functions, such as handling documents for both the University and students, making and receiving phone calls, orienting students and professors who wished to know more about exchange programs etc.

EDUCATION

Master in Translation Studies

Aug 2015 – Aug 2017

Federal University of Santa Catarina, Brazil

Bachelor in English Language and Literature

Mar 2009 – Mar 2015

Federal University of Santa Catarina, Brazil

Two semesters of exchange program

Jan 2013 – Dec 2013

University of Nottingham, England