

PROFESSIONAL WORK EXPERIENCE

Zodiac Stainless Products Company/ Portuguese + Spanish Speaker 2010 – Present Day

- Assisting on a consultancy basis with overseas exhibitions in Spain and Portugal to translate/ interpret and liaise between English company and Portuguese and Spanish customers, business associates etc.
- 2011/13/15/17 Lisbon *Internacional Alimentaria Horexpo*'.
- 2010/12/14/18 Barcelona *'Hostelco'*.
- Product research to enable 'active selling'.
- After sales correspondence, translation and negotiation.

M Paulo Maio Gonçalves Agency Sept 2016 - Sept 2017

- Preparation and translation of all literature/ catalogues/ marketing material/ presentations.
- Managing relationships with key English and German suppliers/ Portuguese customers.
- Translating written/ interpreting spoken: negotiations, marketing, sales pitches, and any other commercial correspondence.

LowCost Travel Group – Buyer/Contract Manager/ Portuguese + Spanish Speaker 2015

- Managing Algarve/ Morocco Portfolios, supporting on Spanish portfolio.
- Negotiating all signed agreements/ deals and terms - extensive understanding of sector regulation and legal requirements.
- Communicating on behalf of the company in desired foreign language to manage all key partnerships in parts of the world stated above.
- Overseeing logistics, managing a team who supported with administration/ statistics/ parity and competitiveness.

Sara Page Design 2011- Present day

- Assisting on a consultancy basis with all product research and design to better understand global markets and their cultures.
- Managing English/Portuguese suppliers/ interpretation and translation.
- Assisting at Trade Shows: active research into markets/ products to enable constructive selling during show.
- Website maintenance.
- Commissioned graphics for branding artwork - publications.

Ana Ricardi – The Visual Minute January 2013 – Nov 2015

- A company that visually translates and scribes live realtime conferences and events into strategic illustrative mind maps and narratives.
- Managed workshops based around team building in order to improve employee satisfaction/ relationships with one another. Worked with clients such as Harrods and Vodafone.
- Live visual content capturing / management of corporate conferences / performing to time constraints/pressures.

PepperShackletonWellard PA for MD Christopher Guyver - May 2012 - Nov 2013

- PepperShackletonWellard is a lobbying and political consultancy company, therefore both commercial awareness and professional discretion were key given the nature of the role.
- Supported with research and preparation prior to strategic meeting with clients and/ or political stakeholders.

- Organising all logistics with regards to: managing of staff, diary, arranging transportation, and liaising with clients.

Common Place - Oct 2012 – Apr 2012

- Common Place is an online platform and organisation that supported the student body of UAL in all aspects of their education and university experience, good written and spoken communication skills were key.
- Commissioned to create illustrations/ graphics for the website and literature.
- Commissioned to create copywriting/ marketing projects.
- Co-ordinating events/ increasing participation and recruiting new members.

Deslocalização Portuguesa, Caldas da Rainha - May – Sept 2010

- Inspecting of holiday accommodation ready for new occupants.
- Communications between English speaking occupants and Portuguese labourers/tradesmen/ owners etc.
- Responsibility for keys and accommodation.

EDUCATION

2012-14/16-18 King's College London – BA Portuguese and English Literature with Brazilian Studies

2012-2013 King's College London – Spanish Language - Level 4

2009-2010 Warwickshire College – Foundation in Art & Design: Merit

2007-2009 Alcester Grammar School 3 A levels/ 1 AS level
English Literature/ Fine Art/Design Technology **AAA**
Human Biology (AS level) B

2002-2007 St. Benedict's R C High School 16 GCSEs **A*/A**
Including: English Literature/ English Language/ French/ Mathematics
Statistics/ Information Technology/ Geography

SKILLS

- Languages; native English, fluent Portuguese, proficient Spanish, basic French.
- Excellent translation skills - written and verbal - from Portuguese to English and vice versa, both bilingual and bicultural, resulting in extensive understanding of both languages.
- Excellent and efficient copywriting skills for a wide range of subjects.
- Extremely organised, reliable, punctual, and very capable at managing and handling many projects at one given time, again reflected in the roles I have executed.
- Highly self-motivated, able to work under pressure, meet deadlines, and execute good analytical skills and communication.
- Extensive experience working within teams, managing teams and working on a consultancy basis.
- Proficient with Mac / Windows / all Ms Office applications / MEMOQ / SDL Trados.