

Miriam Martins

Date of birth: 08/06/1964 | **Nationality:** Brazilian | **Gender:** Female | (+55) 21997687183 | miriamcordeiro@uol.com.br |

Rua Geraldo Martins,64/401 , 24.220-381, Niteroi, Brazil

● WORK EXPERIENCE

29/12/1988 – 12/04/2018 – Niteroi, Brazil
ELECTRICAL ENGINEER – ENEL DISTRIBUIÇÃO RIO

2006 – 2018 – Expansion Planning Specialist

- .. Translation of technical documents and interpretation in videoconferences and business meetings
- .. Forecasting, simulation, and load calculation studies;
- .. Preparation of technical opinions;
- .. Forecasting using statistical methods;

2001 a 2006 – Head of the supply quality area

- .. Preparation and implementation of procedures and system specifications for calculating reliability indexes;

1998 a 2001– IT Project Coordinator

- Involvement in the preparation of the data model, functional and manual requirements for a GIS system;

1993 a 1996– Head of Operational Engineering Area

1988 a 1993 – Engineer at Operational Area

- .. Deployment of technical procedures in the Distribution Operation Center;
- .. Staff training;

01/01/2016 – CURRENT – Niteroi, Brazil
TRANSLATOR – FREELANCE

5 years of experience as a technical translator.

Main clients:

- Wide Traduções – Engineering, IT, Business and Medical areas
- Lilt – IT area (Intel project)
- WebCertain – Technical manuals; reviews; digital marketing for Facebook and Instagram

● EDUCATION AND TRAINING

01/03/1982 – 20/12/1986 – Endereço: Rua Barão do Amazonas, 124 - Centro , Petrópolis, Brazil
BACHELOR IN ELECTRIC ENGINEERING – Universidade Católica de Petrópolis

<https://www2.ucp.br/index.php?lang=pt>

01/01/1992 – 30/12/1993 – PUC-Rio R. Marquês de São Vicente, 225 , Rio de Janeiro, Brazil
DEGREE IN IT – PUC Rio

<https://www.cce.puc-rio.br/>

01/03/2010 – 20/09/2012 – Rua Passo da Pátria, 156 Campus Praia Vermelha, Niteroi, Brazil
MASTERS IN INDUSTRIAL ENGINEERING – Universidade Federal Fluminense

<http://www.producao.uff.br/>

01/03/2013 – CURRENT – Rua Moniz Aragão N° 360, Bloco 1 Ilha do Fundão - Cidade Universitária , Rio de Janeiro, Brazil
DOCTORATE IN ENERGY PLANNING – (LEAVE OF ABSENCE) – Universidade Federal do Rio de Janeiro

<https://www.coppe.ufrj.br/pt-br/a-coppe/contato>

20/04/2019 – CURRENT – R. Marquês de São Vicente, 225, Rio de Janeiro, Brazil
DIPLOMA IN TRANSLATION ENGLISH – PORTUGUESE BR – PUC Rio

<https://www.cce.puc-rio.br/>

● **LANGUAGE SKILLS**

Mother tongue(s): PORTUGUESE

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
ENGLISH	C1	C1	B2	B2	B2
FRENCH	A2	B1	A2	A2	A2
SPANISH	B1	B1	B1	B1	B1

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

● **DIGITAL SKILLS**

Microsoft Word | Microsoft Excel | Microsoft Powerpoint | Outlook | Microsoft Office | Social Media | Zoom | Skype | Google Drive | Team-work oriented | Organizational and planning skills | Good listener and communicator | LinkedIn | Motivated | Internet user | Analytical skills | Written and Verbal skills | Strategic Planning