**BRAZILIAN PORTUGUESE, ENGLISH, ITALIAN AND SPANISH TRANSLATOR AND TRANSCRIPTIONIST**

Name and surname: Monica Zardo

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**Education**

2011 – Doctorate in Filologia Románica

Universitat de Barcelona/Spain

2006 – Master in English Literature

Universidade Federal do Rio Grande do Sul/Brazil

2003 – Graduation in Letters/English

Universidade do Vale do Rio dos Sinos/Brasil

**Work Experience:**

Since 2004 Freelance Translator, Proofreader and Transcriptionist of English, Italian, Spanish and Brazilian Portuguese.

Translation and proofreading jobs developed for several translation agencies and publishers in Brazil and Europe.

Social Media Evaluator and Search Engine Results Content Evaluator

**CAT Tools**

SDL Trados Studio 2019

**Some translations and proofreading projects worked:**

1. Proofreading of the book *Brazilian Efficiency Indesign*, for Studio Kosmos Agency, England.
2. Proofreading of the books *Zend Framework* and *Estratégias Estatísticas*, for Novatec Publishers, São Paulo/Brazil. Brazilian Portuguese>monolingual.
3. Proofreading of the books *Comentários Concurso do MP* e *Questões Comentadas Concurso Juiz de Direito* for Verbo Jurídico Publishers, Porto Alegre/Brazil – Brazilian Portuguese>monolingual.
4. Translation of a Grupo Calvo’s newsletter, for Comunicarte Traducciones/Spain – Spanish>Portuguese.
5. Parcial translation of a book for a Portuguese agency, related to the EQUAL Community Initiative of European Social Fund – Portuguese>English.
6. Parcial translation of a handbook related to Oil&Gas Industry, for Fast Tradução/Brasil – Portuguese>English.
7. Translation of a pamphlet for The Bureau of Labor Law/NYC – English>Portuguese.
8. Translation of a Franchising contract for Skye Languagen Solutions/Spain – Spanish>European Portuguese
9. Translation of Insurance Policies, for Fast Tradução/Brasil – English>Portuguese.
10. Proofreading of legal texts for Verbo Jurídico Publishers/Brasil - Portuguese (monolingual).
11. Translation of legal documents for a Portuguese agency – European Portuguese>Spanish.
12. Translation of a franchising contract for Skye Language Solutions/Spain – Spanish>European Portuguese.
13. Translation of website/app content and legal documents for Linguaserve Internacionalización de Serviços S.A./Spain.
14. Social Media Evaluator and Search Engine Results Content Evaluator for Appen.