
ENEIDA JUNQUEIRA


**English / Spanish
into Portuguese (Brazil)
Translation and
Proofreading**



LANGUAGES

Portuguese (Brazil) / Native
English / Fluent
Spanish / Fluent

CONTACT

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BRAZIL

HIGHLIGHTS

- Two years of experience as a Freelance Translator and over thirty years' experience in multinational companies of different segments, such as Chemicals, Pharmaceuticals, Metallurgy, having acted in Sales, Marketing and Human Resources areas, including translation and proofreading of materials such as trainings, courses, presentations, programs, policies and business communications - English and Spanish into Portuguese;
- Member of ABRATES - Brazilian Association of Translators and Interpreters;
- One published literary translation;
- Interpreter in business meetings, visits, seminars, trainings, lectures and other events;
- Relocation and settling-in assistance for foreigners;
- Several corporate trips (USA, Costa Rica, Colombia, Argentina).

EDUCATION

**BA DEGREE IN ENGLISH LANGUAGE AND LITERATURE /
EMPHASIS IN TRANSLATION**
PUC Pontifícia Universidade Católica São Paulo

TRANSLATOR-INTERPRETER TECHNICAL COURSE
Instituto Mackenzie

GRADUATE IN MARKETING ADMINISTRATION
UNISO – Universidade de Sorocaba

MBA IN PEOPLE MANAGEMENT
Kroton Educacional

AREAS OF SPECIALIZATION

Human Resources
Marketing and Business Communication
Social Responsibility



PROFESSIONAL EXPERIENCE

FREELANCE TRANSLATOR AND PROOFREADER

2019 to present

Translation and proofreading services for various agencies, such as:

- RWS Moravia;
- Korn Traduções.

H.B. FULLER BRASIL LTDA

2010 - 2019

Human Resources Business Partner (Responsible for three units in Brazil: Sorocaba, Curitiba and Guarulhos)

Human Resources Specialist

Human Resources Analyst

- Business Partner in Human Resources for the sales area in Latin America, including evaluation and alignment of the organization, as well as change management;
- Extensive experience in general HR topics, including talent acquisition and management, retention and risk assessment, team development, mediation and conflict resolution, policies and legal compliance, onboarding, training and development, culture, organizational development, succession planning, climate management, internal communication, compensation, benefits;
- Human Resource Project Organization: Culture, Leadership, Engagement Research, Individual and Career Development Programs, Succession Plans, Communication;
- Due Dilligence in Mergers and Acquisitions: Participation in M&A projects, from initial investigation - due diligence - to integration, evaluating cultural compatibility, impacts on talent, among others;
- Post-acquisition integration: Responsibility for HR strategic alignment with new business objectives and minimization of conflicts through the execution of employee integration plans.

2003 - 2009

Business Support Analyst

- Assistant of Sales and Marketing teams, responsible for SFDC management.

FREELANCE TRANSLATOR

2002

Translation services for direct clientes.

PRIOR ADMINISTRATIVE EXPERIENCE

HELLER MÁQUINAS OPERATRIZES IND. COM. LTDA

1997 - 2001

Senior Bilingual Secretary *

CATALENT PHARMA SOLUTIONS

1990 - 1997

Executive Bilingual Secretary *

ALCOA ALUMÍNIO S/A

1989 - 1990

Executive Bilingual Secretary *

(*) These positions provided a broad experience in multitasking performance and the real meaning of responsibility, commitment, organization and prioritization.

PROFESSIONAL ACTIVITY

Literary Translation

The Perfect Date by Melita Joy (Australian author), through Babelcube – 2019.

PROFESSIONAL MEMBERSHIP



ABRATES – Associação Brasileira de Tradutores e Intérpretes

Professional Translator

2020

CREDENTIALS

ISO 9001 Internal Auditor

By Bureau Veritas Group

2015

Lean Six Sigma - Yellow Belt

2008

VOLUNTEER ACTIVITY

Educandário e Instituto André Luiz

June 2019 – to present

English and Spanish teacher.