



BEATRIZ HERDY RAMINELLI MARQUES

+1 (786) 212-6802

WhatsApp: +55 (11) 97393-6191

biminelli@gmail.com

<http://www.proz.com/profile/2766038>

<https://www.linkedin.com/in/beatriz-marques-a960a697/>

Summary

Freelance online translator and interpreter who started in this industry in 2019. Prior to joining the translation business, I have worked as an ESL teacher for 17+ years. Offering extensive knowledge of Literature, Linguistics, and Discourse Analysis. Knowledgeable about digital media platforms and online classes. Through these qualities, I have confidence in my ability to facilitate learning and provide language translation and interpretation services.

Skills

- Highly qualified and proficient in the English language.
- Native speaker of Brazilian Portuguese.
- Good interpersonal and organizational skills, with an ability to work both independently and collaboratively.
- Advanced computer skills, including excel, word and PPT.

Professional Experience

FREELANCE TRANSLATOR / INTERPRETER, ProZ.com – 08/2019 to present

<http://www.proz.com/profile/2766038>

- Native Portuguese speaker and English linguist specialist.
- Member of ProZ.com website targeting freelance translators.
- Translate documents from English to Portuguese and Portuguese to English.
- Highly proficient with the English language in all 4 areas: speaking, listening, reading and writing.

ESL INSTRUCTOR, self-employed, SP, Brazil – 10/2003 to present

- Teach one-on-one private English classes both online and in-person.
- Create and implement tailored lesson plans adapted to the student's training needs and goals.
- Provide language consulting services in accordance with the student's area of expertise.

MUNICIPAL SCHOOL OF ELEMENTARY EDUCATION Dr. Elias de Siqueira Cavalcanti, SP, Brazil – 02/2018 to 12/2019. <https://educacao.sme.prefeitura.sp.gov.br/>

- Taught 1st to 9th grade English classes of up to 35 students per class at a public school.
- Created and implemented lesson plans in accordance with annual course curriculum updates set by Municipal Secretary of Education of the city of São Paulo, Brazil.
- Developed testing methods for students.
- Led supplementary tutoring for students with learning disabilities during period of school sessions.
- Improved students reading skills by using multimodal approach in the classroom.
- Met with parents and guardians in order to resolve students' behavioral and academic problems.

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Professional Experience

EARLY CHILDHOOD CENTER Colégio Novo Tempo, SP, Brazil – 02/2017 to 07/2019

<http://www.novotempocolegio.com.br/site/>

- Taught preschool students ranging from 2 to 5 years old and 1st grade English classes of up to 15 students per class at a private school.
- Implemented lesson plans in accordance with course curriculum set by SIMPLE English School.
- Improved student's language skills with games, music and art programs.
- Frequently contacted and worked with families to discuss student development and behavior, as well as maintain open communication about student physical development and health.

BILINGUAL INTERNATIONAL SCHOOL Colégio Internacional Ítalo-brasileiro, SP, Brazil – 07/2014 to 07/2015 <http://www.colegioitalo.com.br/>

- Taught 2nd and 3rd grade of up to 10 students per class from multicultural background at a private school.
- Created and implemented lesson plans for the subjects: Language Arts, Social Studies and Science using the same textbooks that are adopted in schools in the USA.
- Implemented bilingual lesson plans in accordance with course curriculum set by the GLOBAL PROGRAM.
- Attended Google for Education training program.
- Improved student's computer skills by designing activities with tools provided by GOOGLE for Education.
- Improved learning with hands-on Science experiments, projects and games.
- Developed testing methods for students.
- Provided daily communication with parents to keep them informed of their child's performance and educational progress.

ESL INSTRUCTOR, USP INTERNATIONAL COOPERATION OFFICE, University of São Paulo, SP, Brazil – 02/2013 to 12/2013 <http://www.usp.br/internationaloffice/en/>

- Taught undergraduate students of up to 15 students per class who were applying for exchange programs at universities abroad.
- Provided preparation course for the IELTS and TOEFL exams as they are entry requirements for admission into most universities in the USA and Europe.
- Improved student's academic writing skills for publishing articles, dissertation and thesis in English.

ESL INSTRUCTOR, Berlitz, SP, Brazil – 02/2013 to 08/2013 <https://www.berlitz.com/>

- Taught adult and teenage students of up to 4 students per class.
- Created and implemented the conversational approach featured by the BERLITZ Method.
- Prepared students for Cambridge English exams such as First Certificate in English (B2) and Certificate of Advanced English (C1).

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Education

MASTER'S DEGREE, ENGLISH LINGUISTIC AND LITERARY STUDIES, University of São Paulo, SP, Brazil – 07/2015 to 02/2019 <http://pos.fflch.usp.br/>

- Planned and conducted a dissertation research project based on Discourse Analysis theories.
- Wrote the dissertation “Listening comprehension in textbooks: the enigma of alterity and the estrangement of English as a foreign language”.
- Defended the dissertation to a board of examiners experts in the topic of my research.

DEGREE IN TEACHING ENGLISH, University of São Paulo, SP, Brazil – 02/2015 to 12/2015
<http://www4.fe.usp.br/en/undergraduate>

- Studied and practiced theories of education for the teaching of English.
- Took an internship at both private and public schools in the city of São Paulo.

BACHELOR'S DEGREE, ENGLISH and PORTUGUESE, University of São Paulo, SP, Brazil – 02/2010 to 12/2014 <http://graduacao.fflch.usp.br/node/14>

- Studied English Linguistics and Literature and Portuguese Linguistics and Literature.

BACHELOR'S DEGREE, FASHION DESIGN, Centro Universitário SENAC, SP, Brazil – 02/1999 to 07/2003
<https://www.sp.senac.br/graduacao/curso/bacharelado/moda-estilismo>

- Studied and practiced Fashion Design.
- Designed and produced a fashion collection and presented a fashion show as part of the graduation project.

Certification

CELTA (Certificate in Teaching English to Speakers of Other Languages), Cambridge English, SP, Brazil – 08/2019 to 12/2019 <https://www.cambridgeenglish.org/teaching-english/teaching-qualifications/celta/>

- Took CELTA English teaching qualification covering practical teaching skills and the theory behind them.

Software

- Microsoft Windows 10 and Office 360.