


tatiane**bortolozi**

TRANSLATOR, QUALITY CHECKER, PROJECT MANAGER

CONTACT

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Clichy, France 

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PROFILE

Translator, proofreader and quality-checker with four years of experience in the translation industry. Extensive knowledge on CAT tools (Trados Studio, Phrase, Memsource), QA tools (QA Distiller, xBench) and translation management systems (Plunet, Jira).

Creative, collaborative and dynamic professional aiming to build a career in the Localization sector.

SKILLS

Linguistic project management

Quality assurance

Localization/Internationalization

Budget Management

Excellent communication in four languages

EDUCATION

MASTER OF LITERATURE, DIGITAL INTERFACES & HUMAN SCIENCES

2022-2024 (*expected*)

Université Paris 8

MsC SOCIAL INNOVATION & CREATIVE BUSINESS

2017 – 2018

EDHEC Business School

Lille, France

BACHELOR OF JOURNALISM

2008-2011

Mackenzie Presbyterian University

São Paulo, Brazil

PROFESSIONAL EXPERIENCE

FREELANCE TRANSLATOR

July 2019 – Today

- Translation, post-edition, proofreading and quality-checking from English and French into Brazilian Portuguese.
- Areas of expertise: marketing, social media, sports, wellness, tourism, travel, arts, fashion, sustainability, finance.
- Translation of articles, books, websites and videos for translation agencies and companies.

LOCALIZATION PROJECT MANAGER

March 2022 – June 2022

Alexa translations (freelance contract)

- Management of translation projects for Canadian banks such as RBS, Bank of Montreal, Bank of Nova Scotia.
- Coordination of projects concerning annual reports, shareholder letters, press releases, stock incentive plans, sustainability bond allocation report.

LOCALIZATION PROJECT MANAGER

September 2021 – December 2022

RWS (former SDL)

- Daily management of key Finance accounts for clients such as BNP Paribas, Deutsche Bank, PwC, Moody's and BlackRock.
- Localization of Marketing accounts such as GoPro, Gucci and Bose.

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TECHNICAL SKILLS

Microsoft Office
Trados Studio
Phrase (formerly Memsources)
Xbench
QA Distiller
Jira
Confluence
Plunet
Net suite
Appian Cloud
Citrix

LANGUAGES

Brazilian Portuguese: native
English: professional proficiency
French: professional proficiency
Spanish: professional proficiency

INTERESTS

Travel
Dance
Yoga
Cooking
Meditation

PROFESSIONAL EXPERIENCE

LOCALIZATION PROJECT MANAGER

January 2020 – September 2021

RWS (former SDL)

- Liaising with internal teams/departments (such as translators, product managers and software engineers) to successfully manage and deliver the translation of annual financial reports of French listed companies.
- Creation of localization budgets, cost analysis, project release schedules.
- Setting up translation projects, memories, glossaries and templates.

LOCALIZATION PROJECT COORDINATOR

April 2019 – November 2019

Datawords (www.datawords.com)

- Translation, proofreading and project management for clients in the Luxury, Fashion and Tourism sectors, such as Dior, Chanel, L'Oréal, Gucci, Benefit and Relais& Châteaux.
- Coordination of localization projects from English and French into Brazilian Portuguese.
- Translation dispatch, follow-up with service providers, proofreading, rewriting, quality-checking.

REPORTER/VALOR ECONOMICO

May 2012 – August 2017

- Translation of articles from news agencies such as Bloomberg, Reuters and Dow Jones Newswires, from English into Brazilian Portuguese.
- Writing and editing for a website, a real-time business platform and a printed daily newspaper specialized in Finance and Economy.

VOLUNTEER EXPERIENCE

CLASSROOM TEACHER

2016 – 2017/ CREA+ Brazil

São Paulo, Brazil

CREA+ Brazil is a non-profit organization that aims to enhance soft skills of underprivileged students aged 11 to 14 years-old from public schools in São Paulo. As a classroom teacher I taught music, cooking and gardening.