

Janilson Monteiro Semedo



Assomada, Cabo Verde (Cape Verde)



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monteiro.net_1



Translator | Interpreter | Transcriber | Project Manager

English | Cape Verdean Creole | Portuguese

In today's world, all companies require employees that are audacious and are skilled to endure high-stress situations and come up with demanding answers. Leadership, attitude, self-motivation, self-discipline, dynamism, and problem-solving are keys components to a successful company. I have a bachelor's degree in Language Literature and Culture – English studies – Translation. Successful experience as an intern translator in TACV Cabo Verde Airlines.

Professional Experience

10/2021-Present: **Freelance Interpreter**, [Translations International](#). Minneapolis, MN

- Total projects: 1
- Total Hours: 13
- Industry: (Food, Healthcare, nutrition)

10/2021-Present: **Freelance Translator**, [Rapport International](#). Boston, MA;

- Translation | Proofreading | Editing
- Total projects: 4
- Industry (Legal, Geography, Housing, COVID-19, Healthcare)

06/2021-Present: **LQS Language Specialist**, [Lionbridge](#). Waltham, MA;

05/2021– Present: **Freelance Translator**, [GLOBO](#). Wyncote, Pennsylvania;

- Translation | Proofreading
- Total projects: 3
- Industry (Language, Housing, COVID-19)

02/2021– Present: **Freelance Translator**, [Appen](#). Sydney, Australia;

- Proofreading (check and validate Translation)
- Project : Loire (12800 words)
- Industry (Wikipedia articles)

02/2021– Present: **Freelance Translator**, [Mapa Translations & Language Solutions](#). Wayland, MA

- Translation | Proofreading | Subtitling | Transcription | OPI
- Total projects: 27
- Industry (Nutrition, Health, Vaccine, COVID-19, Housing, Legal)

12/2020 – Present: **Field Agent**, [Tangiers International LTD](#). Valleta, Malta.

Responsibilities:

- Implementation of customer assistance plan as directed by the Case Manager;
- Claimant visit and interview;
- Telephone or in person contact with treating medical providers;
- Medical Provider visits with claimant;
- Collecting Medical Records;
- Review of medical reports;
- Arranging for payment to medical providers on behalf of Tangiers International;
- Effective communication with claimant; Effective communication with providers;
- Set up of medical appointments;
- Appropriately and completely documents all activity via email to Tangiers Case Manager;
- Facilitates case logistics as required, including but not limited to transportation and payments to providers;
- Effectively manages computer technology to adequately document case management and accomplish other aspects required for daily operation of Tangiers International;
- Participates and supports departmental performance improvement initiatives;

12/2020 – Present: **Freelance Translator**, [Mars Translation](#) . Shen Zhen, Guangdong, China

- Translation | Proofreading
- Total projects: 11
- Industry: Education | Legal

12/2020 – Present: **Freelance Translator**, [Stillman Translations](#). Cordoba, Argentina

- Translation | Proofreading | QA (Xbench)
- Total projects: 11
- Industry (Education)

7/2020 – Present: **Freelance Translator**, [Translation Back Office](#). Cordoba, Argentina

- Translation | Proofreading | Transcription
- Total Projects: 27
- Industry (Education, Energy and Environment, Legal, Nutrition, Medical, Vaccine, Covid-19, Healthcare Patient Instructions)

03/2020 – 11/2020: **Social Media Manager**, [Do You Papia Kriolu](#). United Kingdom - info@dypk.pt

- Webmaster
- Site content publisher;
- Logo Designer

02/2019 – Present: **Freelance Translator**, [STEPES](#). California Street, San Francisco

- English into Cape Verdean creole;
- Total projects translated – 15;
- Industry (Nutrition, Education, Housing, Legal and Contracts)

2017 – Present: **English Teacher**, Armando Napoleão Fernandes Secondary School, Assomada

2020 – Present: **English Second Language Coordinator**

2018 – 2021: **Interpreter**

- Currently working with 10th and 11th grade students;
- worked with 5th, 7th, 9th and 12th grade students ;

2016-2017: **English Teacher**, Grão Duque Henri Technical School, Assomada

- Worked with 8th and 10th grade students;

2015-2016: **English Teacher**, Amílcar Cabral High School, Cidade de Assomada

- Worked with 7th and 11th grade students;

8/2015 -11/2016: **Tourist Guide**, Cabo Verde Island Tours. Praia, Cabo Verde

- pedrojoseguerra@msn.com
- Created the company's blog;
<http://cabo Verdeislandtours.blogs.sapo.cv/>
- Blog Content publisher;
- Social Media Manager;

4/2015- 12/2015: **Translator**, Do You Papia Kriolu, www.dypk.pt

- English/Portuguese/ Cape Verdean Home-based Translator;
- Proofreader;
- Translated articles, eBooks and News;
- Published contents on the site;
- Created "Do You Ten Talentu"
- Total words translated – about 50000 words;
- info@dypk.pt

2015 - Present: **Project Manager | Founder of [Kabuverdianu Translations](http://KabuverdianuTranslations.com)**. Praia, Cabo Verde

- Translation | Proofreading | Transcription | Voice-over
- Project: Next Einstein Fórum: África Science Week. Kriolscope, Praia, Cabo Verde
lvandro.cabral@kriolscope.com
Portuguese into English Translation;
Translation, edition and proofreading;
Total words translate 1817 words.

3/2014 – 6/2014: **Trainee Translator**, TACV – Cabo Verde Airlines, Cidade da Praia

- Translated - Flight Operations Manual Part A (800 pages – 4 trainees)

Volunteer Experience

7/2020 – Present: **Translator**, Translators without Borders

2014 – 2015: Member of **Coalition Anti-Drugs of A. Sao Filipe**

- Vice-president of youth committee
- Created the organization's logo
- Created the organization's blog
<http://coalizaoachadasaofilipe.blogs.sapo.cv/>

2012 – 2013: **English Teacher**, Júlia Costa Primary School, Cidade da Praia

- Worked with 5th and 6th grade

Education

2010-2014: **Bachelor's Degree** in Languages Literature and Culture – **English Studies – Translation**, University of Cape Verde;

Courses & Certifications

October 2021: **Medicare Parts C and D Fraud, Waste, and Abuse**, Center for Medicare and Medicaid Services. Boulevard, Baltimore.

September, 2021: **Medical Benefits**, Transperfect Expert Learning Center, New York.

- **Module 1:** HIPPA Health Insurance Portability and Accountability Act
- **Module 2:** Medicare Parts C and D Fraud, Waste, and Abuse & Medicare CMS Parts C & D Compliance

September, 2021: **Basics of Project Management**, International Business Management Institute. Berlin, Germany;

September, 2020: **TESOL Methodology**, University of Maryland Baltimore County, **U.S. Department of State, FHI 360**;

August, 2020: **Introduction to Humanitarian Translation**, Translators without Borders;

June 1st, 2020: **Diploma in Nutrition**, Fabulous Body, Udemy - <https://bit.ly/3dHAXMb>

May, 2020: **Nutrition Masterclass**, Felix Harder, Udemmy - <https://bit.ly/3gbv3o9>

September, 2019: **Servant Leadership – The deciding Difference**, Young African Leadership Initiative;

September, 2018: Present: **Exploring the World of English Language Teaching**, Cambridge Assessment English, Future Learn;

August, 2018: **HIPAA -Awareness for Business Associates**, HIPAA;

October 2017: **Responsible Leadership on Transparency and good Governance**, YALY Network;

August 2016: **Teaching for success: Lessons and Teaching**, British council, Future learn;

Softwares and Websites

- ✓ Microsoft Office (Word, Excel, PowerPoint , Publisher, Outlook)
- ✓ Microsft Teams, To Do, Yammer
- ✓ Adobe Photoshop
- ✓ SDL Trados (2017 /2019)
- ✓ Express Scribe
- ✓ AegisSub
- ✓ Linguee
- ✓ Adobe Premiere
- ✓ Xbench
- ✓ Google Docs/Sheets
- ✓ XTM
- ✓ MemoQ online
- ✓ Plunet
- ✓ Wordbee
- ✓ CafeTrans Espresso