



Bruna Palma

Msida - Malta

+353 83 855 5319

+356 7776 8112

brunaeliane.palma@gmail.com

<https://www.linkedin.com/in/brunapalma>

<https://www.proz.com/profile/2914658>

An independent, quick learning and personable person who has been living abroad for over 4 years with a constant desire for betterment, looking forward to engage at the translation path.

Skills

- CAT tool - Omega T
 - English (C1/Fluent)
 - Brazilian Portuguese (Native)
 - **Translation & Interpretation Degree – Uninove University - At present**
 - **180-hours TEFL Certified English Teacher.**
 - **Detail-oriented**
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Experience

03/2019 TO 04/2020

Front-Desk Officer (English & Portuguese)/ Alter Domus – Malta

- Support on the HR department with employees | Support for events | Support on the administration
- Dealing with deliveries & managing client post as office services | Meetings preparation & bookings.

08/2017 TO 08/2018

Customer Service Advisor (English & Portuguese) Just Energy – Ireland

- Inbound & Outbound calls and emails, solving customer's issues | Training of new advisors
 - Focus on offering an excellent customer service | Internal and external sales.
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Education

AUGUST/2012

Marketing in Business / Anhanguera, Brazil - Degree

Skills on advertisement and sales, problems resolutions and long-term successful business.

JULY/2014

Architecture / Anhanguera, Brazil – Short-term course

Skills on drawing and painting, water colour and art history.

Volunteering Translation Experiences:

- 05/20 - **TED Talk** volunteer translator & subtitle writer.
- 04/20 - **Translators Without Borders** - Motu Economic & Public Research – Website translation.
- 04/20– **Translations for Progress** - TRL Global Foundation – Human Rights project translation.
- 04/20– **Translations for Progress** – The Comforter – Video & Website translation about Yoga.