



# MARIANA DE FARIA

## OBJECTIVES

Offer translation services from English and Spanish to or from Brazilian Portuguese.

## PROFISSIONAL PROFILE AND SKILLS

- 3 years of experience as a technical writer;
- Experience working with tourists from around the world;
- 7 years of customer service experience;
- Ability to work in groups;
- Professional work ethic, organized, communicative and proactive;
- Extremely high-level knowledge of IT;
- Available for an immediate start;
- **Portuguese: native;**
- **Spanish: fluent;**
- **English: intermediate level.**

## CONTACT

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Lucrepata Street, Cuzco, Peru



Brazilian nationality



Single without children



## ACADEMIC STUDY

3rd year of Analysis and  
Systems Development  
Federal University of Paraná  
Curitiba, Brazil - 2009

## COMPUTING

Advanced level with tools:

DREXPLAIN (specific for manual creation),  
Word, Excel, PowerPoint, Adobe,  
Photoshop, CorelDRAW.

## COURSES CARRIED OUT

Institution: Cultural Centre of Spain

Area: Foreign Languages (Spanish)

Institution: English Culture

Area: Foreign Languages (British English)

## WORK EXPERIENCE

Position held: Translator - 2020

Sector: Tourism

Company: Mit Viajes

+51 969 970 557 <https://www.mitviajes.com/>

Tasks performed:

- Translations of Peruvian tourism publications;
- Translation of the website;
- Translations of tourist packages.

Position held: Travel Agent - 2019

Sector: Tourism

Company: GOTOPERU TRAVEL

+1 (202) 491 1478 - <http://www.gotoperu.com/>

Tasks performed:

- Translation of customers itineraries;
- Translation of the English website to Portuguese;
- Client services for passengers on trips to Peru;
- Sale of tourist packages;
- Hotel reservations;
- Transfer of passengers.

Position held: Technical Writer -2016

Sector: Software and Technology

Company: SystemGlass Sistemas Inteligentes

+55 41 33464000 <https://www.systemglass.com.br/>

Tasks performed:

- Development of manuals for the user;
- Software training for users;
- Helpdesk experience with ITIL methodology;

Position held: Technical Writer - 2014

Sector: Software and Technology

Company: AUSLAND Consultoria & Informática

Tasks performed:

- Development of manuals for clients;
- Creation, layout and presentation of training material for new users;
- Development of a project for the management of BSC indicators.