



Susane Schmieg  
(GMT -3) São Paulo/Brazil

Contact links:



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### WORKING LANGUAGES:

- English to Brazilian Portuguese (EN>PTBR)
- Spanish to Brazilian Portuguese (ES>PTBR)
- German to Brazilian Portuguese (DE>PTBR)

**SERVICES:** Translation, MTPE, Editing, Review, Proofreading, Subtitling

**CAT TOOLS:** MemoQ (9.10), Smartcat, Memsource/Phrase, XTM, etc

**DTP TOOLS:** InDesign, Illustrator, Powerpoint, Word

**TRANSLATION SAMPLES:** [view here](#)

### EXPERTISE:

Web Copywriting, Marketing, Corporate Communication, Corporate Training, Education, E-learning, Pedagogy, Parenting, Psychology, Human Resources, HSE – Health, Safety and Environment, ESG - Environmental, Social and Governance, Management, ISO 9000, SOP - Standard Operating Procedures, Tourism and Hospitality, Design, Arts, Wellness, Beauty, Cooking, Gastronomy, Editorial (fiction and non-fiction).

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### EDUCATION:

[view the certificates here](#)

- [Estacio University](#)  
Graduate diploma program in Translation (380h/2022)
- [Piracicaba's Methodist University](#) (UNIMEP – Universidade Metodista de Piracicaba)  
Complementary Degree in Education - licensing to teach in vocational courses (540h/2004)
- [São Paulo State University](#) (UNESP – Universidade Estadual Paulista)  
Graphic Design - Bachelor Degree (1998)

### CPD:

Aviation English Level 3 for Civil Aviation Professionals(2023/ANAC/40h), RWS: Post-editing certification(2022/RWS/1h); PROFT 2022 Summit (16h); Translating Naturally (2020-22/Isa Mara Lando Workshops/30h), [Literary Workshop](#) (2020/Escola de Tradutores/8h), Literary Translation (2021/Monique D'Orázio/16h), Learning How to Learn (Coursera/20h), Reviewing Translated Literature (Amanda Moura/10h), Editorial Production (2020/UFRRJ/30h), Microsoft Word for Text Review (2020/UFRRJ/5h), Portuguese Language Orthographic Agreement (2020/Federal Senate of Brazil/20h), APTRAD webinars (11h), Autônoma Academy webinars (20h), CIOL webinars (7h), Translators BarCamp webinars (6h), Circular Economy webinar (2h), Professional Organizer (2020/30h), Entrepreneurship (20h), Unraveling Industry 4.0 (8h), Change of Mindset – Arbinger Institute (3h), GTD – David Allen's Getting Things Done system (8h), Problem analysis and solution using quality tools (20h), Facilitator in the DACUM methodology at levels 1, 2 and 3 (32h), Excellence in customer service (20h), Time management (20h), Leadership development (15h), Oratory (10h), Concepts on disabilities, inclusion and legislation (40h), Learning mediator for vocational telecourse on mechanics (40h), Gastronomy techniques (78h), Conflict management (16h), Analysis and problem-solving method in quality assurance (16h), Advanced Microsoft Excel (40h), ISO 9001 internal auditor (40h), ISO 9001 interpretation (16h), Negotiation and sales (12h), Quality management analyst (240h), Braille writing system (264h), Marketing (99h), Desktop publishing (54h).



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## WORK EXPERIENCE:

*Since August 2020*

### **Freelance Translator**

Agencies: TAUS, LinguoGo, OGT, Data Palace, Oliver, etc

### **Volunteer work**

**Pratham Books** – [children books translation](#)

**Coursera** – translator and member of the reviewing team for Brazilian Portuguese subtitles  
(so far more than 41.700 words translated)

*2000 to 2019*

### **Relationship Coordinator** – [National Service of Industrial Training \(SENAI\)](#)

Project management of in-company training programs for factories in the city of Guarulhos/São Paulo. Instructors hiring and assessment, handouts and training materials review, budget and KPI planning and follow-up, visiting of factory plants aiming the design and follow-up of training programs, advise human resources professionals on vocational educational laws and regulations of apprenticeship programs. Support for NGOs and local government agencies on partnerships and vocational education matters.

### **Trainee**

Support to market teams.

*1999*

### **Graphic Designer** – [Bauru Painéis](#) – Bauru/SP/Brazil

Layouts for advertisement billboards.

*1998*

### **Designer** – [HRAC/USP Hospital for Rehabilitation of Craniofacial Anomalies of the University of São Paulo](#) – Bauru/SP/Brazil

Apprenticeship in the visual disability rehabilitation department, assisting in the organization of pedagogical materials used in therapies, creating new toys and pedagogical materials. The internship provided observation of the needs for efficient mobility of the visually impaired, basing the course completion project, which proposed a new signaling system for the building, based on the concepts of universal design.

