



VÍNEA H. MONTROND TAVARES

ENGLISH TEACHER

OBJECTIVE

Application to vacancy as OPI (Over-The-Phone) interpretation at Translators and Interpreters (ProZ.com)

SKILLS

Advanced linguistic competence in English and Portuguese and Cape Verdean crioulo. Basic level in French. Communication skills such as listening, open mindedness and respect in formal and informal environments. Problem solver to handle pressure situations. Organizational skills such as coordinating, supervising and teamwork.

Knowledge of Microsoft Office, Excel, PDF format and Internet research tools.

EXPERIENCE

JOB TITLE • COMPANY • DATES FROM – TO

OPI (Over-the-phone) interpretation- MF-LANGUAGE GROUP LLC. 2020. Interpret information from English to Portuguese and Capeverdean and vice versa in finances, medical field, insurance, informatic field.

Administrative assistant-Industrial Montrond Ltd- 2013-2017
Costume service, organizer of accountant documents and warehouse control.

JOB TITLE • COMPANY • DATES FROM – TO

English teacher-EFA (English For All)- 2015-2016
Teach kids English and monitor them.

JOB TITLE • COMPANY • DATES FROM – TO

Translator- CIGEG-2017
Translate content on the conference held from the speaker to the guests.

EDUCATION

DEGREE • DATE EARNED • SCHOOL

English Graduation-2018-University of Cape Verd.

TRAININGS

1-month training at ALFA SYSTEMS as medical interpreter in 2018.
2- Three weeks on interpretation training practice at LangConsult on finances, medical, insurance and informatic field. 07-2020.



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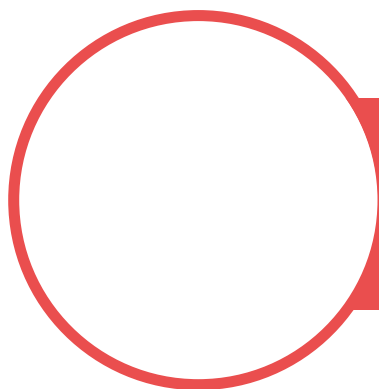
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3- One month practice on interpretation practice with a senior interpreter on the fields of medical, finances, insurance and informatic field.

VOLUNTEER EXPERIENCE OR LEADERSHIP

Participation in the organizing committee and mediator of conferences held in 2017 in Lem Ferreira-Praia community through SANKOFA movement and FINKA PE movement.

