



Henrique Martins

Date of birth: 18/06/1978 | **Nationality:** Portuguese | **Gender:** Male |

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About me: Dedicated native Portuguese speaker with translation education training is looking for freelance opportunities as a translator. Fluent English speaker allows him to be able to translate to Portuguese and vice-versa. He is also a competent translator from Spanish and French to Portuguese and English if an employer is looking for a more multilingual translator. For the last 19 years, he's been working in educational settings in Lisbon (Portugal) and London (England) as Administrator, Exams Officer, Exams Manager, Timetabler, Data Manager, Portuguese Tutor, Portuguese Examiner for OCR (Oxford Cambridge and RSA) and CIE (Cambridge International Education) Examination Boards. He has also cooperated with his Masters' Dissertation on a book published in October 2014. Recently he has worked on a translation project for the company Empower Translate. More specifically about online streaming services based on opinions from users. He was also selected to work on a Nielsen project about Adverse Events Reporting - reportable information for medical and healthcare products.

● WORK EXPERIENCE

22/12/2020 – CURRENT – London, United Kingdom

TRANSLATOR/PROOF-READER/LINGUISTIC SPECIALIST – EMPOWER TRANSLATE / TRANSLATED S.R.L. / TRANSLAYTE / SUMMA LINGUAE

Company

- **Summa Linguae** - <https://summalinguae.com/>
English > Portuguese

Editing and Revising documents for the European Commission.

Company

- **Translayte (Legal and Certified documents)** - <https://translayte.com/>
English > Portuguese
Portuguese > English

Translating documents as a freelance.

Company

- **Translated S.R.L.** - <https://translated.com/>
English > Portuguese
Spanish > Portuguese
French > Portuguese

Translating, proof-reading and linguistic specialist for many of their freelance projects.

Company

- **Empower Translate** - <https://www.empowertranslate.com/>
English > Portuguese
Portuguese > English

Part of the Nielson Business Team, working on medical projects. One of the projects is Verbatim Post-Editon using the CAT MemSource and the second Project is about Adverse Events Reporting - reportable information for medical and healthcare products.

Recently also completed a Post-Editon of consumers opinions related to Streaming Services (Netflix, Amazon Prime, SKY, Youtube, Disney+...)

<https://www.empowertranslate.com/>

CURRENT – LONDON

TRANSLATOR – FREELANCER

Over the last years he has helped in a few translation pieces, ranging from:

-Translation of a 12000 words document regarding client reviews on Streaming Services (Netflix, Amazon Prime, Disney+ ...)

- Local council document for the Council webpage,
- Spanish to Portuguese Book translation,
- Academic Certificates,
- Children book

11/2019 – CURRENT – LONDON, United Kingdom

ASSESSMENT SPECIALIST – CIE - CAMBRIDGE INTERNATIONAL EDUCATION

Basically, he is part of a panel of Examiners that each year are responsible for the marking of the Portuguese A level (Ensino Secundário.- pré-Universidade) assessments taken on the Cambridge International Education Centres all over the world.

09/2016 – CURRENT – London, United Kingdom

PORTUGUESE TUTOR – COLLINGHAM COLLEGE

He is Collingham´s Portuguese tutor for the GCSE and A-Level courses.

03/2015 – 31/07/2019 – London, United Kingdom

ASSESSMENT SPECIALIST – OCR - OXFORD CAMBRIDGE AND RSA

He was part of a panel of Examiners that each year was responsible for the marking of the Portuguese GCSE Assessments. His contract was terminated due to the fact that the OCR Exam Board dropped from their curriculum the Portuguese subject and it was phased out in July 2019.

05/01/2015 – CURRENT – London, United Kingdom

EXAMS/DATA/TIMETABLER MANAGER – COLLINGHAM GCSE AND SIXTH FORM COLLEGE

For the past nearly 6 years he's been working on a small GCSE and Sixth Form College (for students aged 14 to 19). Being a small pre-university institution means that he works in a multitasking environment. His responsibilities range from:

Exams Manager - He is responsible for the whole cycle of student assessments. Following the strict Examination Boards Rules and Regulations. The Exam Boards he is in contact daily are: Pearson Education, AQA, OCR, CIE, WJEC/ EDUQAS and he also works in close contact with the Joint Council for Qualifications (JCQ).

Timetabler Manager - The whole planning and organization of the academic year timetables as per what the college can offer, tutors availability, and the students' availability is his doing.

Marketing Assistant - He provides assistance on the Marketing campaigns that are running regularly.

Data Manager - He provides all the data and stats needed about the school´s performance to the United Kingdom; DfE (Department for Education), ISC (Independent Schools Council), CEM (Centre for Evaluation Monitoring), Yellis (secondary baseline assessment for students aged 14-16).

18/10/2010 – 31/12/2014 – London

EXAMS AND ASSESSMENT MANAGER – LONDON SCHOOL OF BUSINESS AND FINANCE

For more than 4 years, he worked on a Masters Educational Institution as Head of Exams and Assessment Department.

02/09/2002 – 31/08/2010 – Lisbon, Portugal

PROGRAMMES ADMINISTRATOR – INDEG-ISCTE - INSTITUTE FOR THE DEVELOPMENT OF CORPORATE MANAGEMENT

Responsible for managing and supervising the companies Executive Masters in areas such as:

- Marketing
- Human Resources
- Finance
- Corporate Finance
- Management
- Retail Management
- Health Services

● EDUCATION AND TRAINING

2020 – 07/04/2021 – Gower St, Bloomsbury,, London, United Kingdom
SUBTITLING – UCL - University College London

<https://www.ucl.ac.uk/>

09/2007 – 11/01/2010 – Av. das Forças Armadas, Lisboa, Portugal
MASTERS IN MARKETING – University Institute of Lisbon

<https://www.iscte-iul.pt/>

10/1998 – 27/07/2001 – Av. Pedro Alvares Cabral 12, Castelo Branco, Portugal
DEGREE IN TRANSLATION AND INTERNATIONAL RELATIONS – Polytechnic Institute of Castelo Branco

www.ipcb.pt

05/2001 – Boulevard Dolez 31, Mons, Belgium
FRENCH CERTIFICATE – Universite de Mons-Hainaut

<https://web.umons.ac.be/en/>

09/2005 – 07/2006 – R. de Santa Marta 43F, Lisboa, Portugal
SPANISH CERTIFICATE – Instituto Cervantes

<https://www.cervantes.es/default.htm>

02/2011 – CURRENT – 11, Hurlingham Business Park;, Sulivan Rd, London, United Kingdom
QUALIFIED FOOTBALL REFEREE – London Football Association

<https://www.londonfa.com/>

09/2004 – 07/2005 – Avenida Luís de Camões, N 30, 1 B, Miratejo - Corroios, Lisboa, Portugal
ACCOUNTING AND MANAGEMENT DIPLOMA – Seekout, Centro de Estudos Unipessoal LDA

06/2007 – 07/2007 – R. Alexandre de Sá Pinto, Escola Secundária Marquês de Pombal, Lisboa, Portugal
INTRODUCTION TO JOURNALISM CERTIFICATE – CENJOR - Centro Protocolar de Formação Profissional para Journalistas

<https://www.cenJOR.pt/>

03/2001 – 31/08/2010 – Cruz Montalvão, nº.17 , R/Chão Esq., Apartado, Castelo Branco, Portugal
QUALIFIED FOOTBALL REFEREE – Castelo Branco Football Association

<http://afcastelobranco.fpf.pt/>

● LANGUAGE SKILLS

Mother tongue(s): PORTUGUESE

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
ENGLISH	C2	C2	C2	C2	C1
FRENCH	C1	C1	B2	B2	B2
SPANISH	C2	C2	C1	C1	B2

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

● DIGITAL SKILLS

advanced use of Microsoft Office | Windows, macOS, Android, iOS Operating Systems | Internet tools | SDL Trados 2021 | School Timetabling software | School Management System | Adobe Acrobat PRO | MemSource | subtitle creating and editing Aegisub | - Advanced command of SDL Trados, memoQ, Memsource, OmegaT, Subtitle Workshop. | YouTube / Facebook / Aegisub (subtitles)

● RECOMMENDATIONS

Ines Cardoso – Jornal de Noticias Director and Author of Children Books – ineslua@gmail.com

"Henrique Martins is someone with whom I was lucky enough to have already worked on translations of different styles and languages, namely for digital content and for bilingual children's books.

In the professional contacts we maintained, I can highlight the high level of professionalism, responsibility, attention to meeting deadlines, quality in the tasks performed and care for details, communication skills, and a spirit of permanent self-motivation.

Given his exemplary performance, I would work with him again in the future, and I recommend his services.

Sincerely"

Jan Charlton – OCR - Portuguese Examiners Coordinator – jan.charlton@yahoo.co.uk

Recommendation for the position of Assessment Specialist at CIE (Cambridge International Education)

"As an experienced and competent marker, Henrique has shown a genuine interest in both the requirements of the examination and the work of the candidates. He is well motivated and remains meticulous in his approach to the work throughout the marking period. His ability to work to strict deadlines allows him to complete his work allocation with ease and take on additional marking to support the panel. Henrique completes standardisation promptly and efficiently and accepts any advice which he then applies consistently. Scripts are marked online and rigorous monitoring procedures confirm his consistency in applying the detailed mark scheme accurately to the scripts produced by candidates of all abilities. His excellent subject knowledge ensures he awards marks in a fair and balanced way taking into account the content of the script as well as the breadth and accuracy of the vocabulary and grammar used. He shows due regard for all aspects of the marking criteria and is familiar with safeguarding procedures. A native speaker of Portuguese, Henrique is fluent in English and readily deals with all of our administration in English, communicating clearly and effectively. Over the years he has always maintained an excellent working relationship with his supervisor; he has a nice manner and his sense of humour is evident, making it easy to work with him. The nature of our online work means that there is no interaction with other examiners but he remains motivated despite having to work in isolation. I have no hesitation in supporting this application. He will be an asset to the panel!"

● PUBLICATIONS

A Ciência da Arbitragem em Portugal

Portuguese Football Federation

<https://www.fpf.pt/News/Todas-as-not%C3%ADcias/Not%C3%ADcia/news/9989> – 2014

The book is a collection of 20 studies completed by intellectuals on the field of football. The Dissertation study for his Master's Degree is one of the studies presented in the book - "A Imagem da Arbitragem no Futebol de 11"

<http://albertohelder.blogspot.com/2010/01/henrique-martins-apresentou-tese-sobre.html>

● CONFERENCES AND SEMINARS

Different places

A Imagem da Arbitragem no Futebol - "The Refereeing Image on Football 11"

Keynote Speaker

Date: 16th of July 2010

Organisation: Portuguese Professional Football League (LPFP)

Subject: Presented "The Refereeing Image on Football 11"

The Audience: 62 referees from the 1st Portuguese Professional Football League; 15 Portuguese FIFA Referees; The President of the Portuguese Refereeing Commission (Victor Pereira) and many other

Dates: 19th of March 2010

Organisation: Football Association of Coimbra (Portugal)

Subject: Presented "The Refereeing Image on Football 11"

The Audience: 40 people. Referees, players and others.

Dates 11th of January 2010

Organisation: ISCTE (Portugal)

Subject: Presented "The Refereeing Image on Football 11"

The Audience: 25 people. Professors from ISCTE;

The President of the Portuguese Refereeing Commission (Victor Pereira) and many other from the Portuguese Professional Football League (LPFP); Some representing the Sports Portuguese Media like: Newspapers: Record; Radios: TSF, Renascença.

<https://desporto.sapo.pt/futebol/primeira-liga/artigos/vitor-pereira-integra-juri-de-analise>

05/2002 – Polytechnic Institute of Castelo Branco

The Enlargement of the Eurozone Conference

Attendee.

11/2000 – Polytechnic Institute of Setúbal

1st Conference for Young Translators

Attendee.

05/2000 – University of Évora (Portugal)

Conference - Translator: A Job for the Future

Attendee.

05/1999 – Polytechnic Institute of Castelo Branco

1st English Studies Conference

Attendee.

● **HOBBIES AND INTERESTS**

What completes him!

In his free time, he dedicates it to his family, especially his 6 years old daughter. He likes to read and travel and once in a while, he likes to strum his guitar and hit some notes on the piano (although the talent is not there!!).