

cover letter

Dear Madam, Sir

Having been fascinated with languages since my earlier years, I have made my passion into my profession and today I am a qualified translator of English to Portuguese and Portuguese to English. My academic background includes a bachelor's degree in Letras (Portuguese and English as well as English and Brazilian literature). I did a post-graduate course in Translation and a Masters degree in Translation Technology at Dublin City University (DCU). I have been working as a freelancer for some agencies in Ireland. I have been translating documents of various fields and types, assignments in various venues such as hospitals, prisons and institutions. Having always acted ethically and professionally, I am able to provide references that could confirm my qualifications and professional behaviour.



Renata Ribeiro de Paula: translator

(Portuguese/English, English/Portuguese, Spanish/Portuguese. Spanish/English)

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Nationality: Brazilian Gender: Female Date of Birth: 18/09/79

Translator, bilingual (English/Portuguese) professional with emphasis in English and Portuguese translation, also able to translate from Spanish to English or Portuguese. Teaching experience in English, Portuguese, writing and literature. Overall, more than ten years of efficient practice in teaching and dealing with languages.

EDUCATION

Bachelor Degree in Portuguese, English and education: Centro Universitário de Belo Horizonte, UNI-BH, Minas Gerais, Brazil.

Qualifications: I was granted the right for the teaching of Portuguese and English for linguistic aspects and also for teaching English and Brazilian Literature.

Post-graduate Degree in Translation/ Universidade Estácio de Sá, São Paulo, Brazil.

Qualifications: I was granted the right to work as a professional in the field of translation and its various branches such as subtitling, interpreting and literary translation.

Masters in Translation Technology – Dublin City University

Qualifications: I was granted the right of acting as a professional in the field of translation technology (CAT tools, machine translation and Localisation).

Languages:

English_ Advanced /Spanish_ Intermediate (reading and listening.

IELTS exam score: overall 7 _C2 Level

Other General Skills

Computer Skills: Windows and Excel.

Project management (Udemy)

Professional Experience

- **Company_ Lingua Translation, Dublin**

From: 2019

Position: Translator and Interpreter

Languages: English, Spanish and Portuguese

Tasks: Translate documents, Interpret services in hospitals and other public environments.

Description: I have been working as an interpreter for this company and my duties include translating documents from home and attending appointments at Royal Victoria Eyes and Ears Hospital and at the Irish Family Planning Association. I have been able to offer an ethical and professional service for the venues and for the patients.

- **Company_ Accord Translation Service, Dublin**

From:2019

Position: Translator and Interpreter

Languages: English, Spanish and Portuguese

Tasks: Translate documents, Interpret services in hospitals and other public environments.

Description: I have been working as an interpreter for this company and my duties include translating documents from home and attending appointments at various venues such as Trim Court, DOCAS Prison and various hospitals and clinics.

- **Company Investigative Police of Minas Gerais (Polícia Civil) PCMG**

I passed all exams for being an investigative agent in my state in 2014 and I finally joined the forces in 2019.

- **Company _ Colégio Batista Betesda, Belo Horizonte, Brazil**

From: 2005 to 2012

Position: Teacher

Subjects: English, Literature and Portuguese.

Public: secondary and high school students.

Tasks: Gave classes related to the subject field and prepared learning material and exams, Organized projects and correct exams.

- **Company_ CASDEC -Centro Universitário de Belo Horizonte, Brazil**

From: 2002 to 2005

Position: Teacher

Subjects: English, Literature and Portuguese

Tasks: Gave classes related to the subject field and prepared learning material and exams.

Public: adults/further education

- **Company_ Colégio Militar de Vespasiano- Brazil**

From: 2015 to 2016

Position: Teacher

Subjects: English, Literature and Portuguese Public:

Public: secondary and high school students

Tasks: Gave classes related to the subject field and prepared learning material and exams.

Organised projects and corrected exams.

- **Company_ True Life School of English Public: From: 2015 to 2016**

Position: Teacher_ administrator

Public: kids, teenagers and adults (private school)

Tasks: Gave classes related to the subject field and prepared learning material and exams.

Organized projects and corrected exams.

English teacher, Portuguese teacher/grammar, writing and interpretation/ micro-entrepreneur.

General achievements

In all institutions where I have worked, I left a significant legacy of commitment and efficiency. I have carried out projects that involved students in a ludic and more engaging way of learning English and literature. The projects consisted of plays, musicals, news, poetry and others. I also dedicated time for extra classes in order to assist students who were having any learning issues.

Voluntary Experience

- Volunteered in Olympic Games 2016- Brazil;
- Served dinner for homeless people in O'Connell Street, Dublin.
- Translator from Spanish to English and Portuguese with HxN (Hecho por Nosotros: an ONG in sustainability in the fashion industry).

