

ANGELA MAZIERO SANTANA

FREELANCER ENG INTO POR(BR) TRASLATOR | LOCALIZATION | PORTUGUESE PROOFREADER

SUMMARY

Organized and detail-oriented proofreader and English to Portuguese (BR) translator. Looking to take advantage of my skills in verbal and writing communication, spelling, vocabulary and grammar accuracy, both in English and Portuguese, to offer an effective multitask ability to handle a high volume of projects with professionalism.

EDUCATION

English Translation Graduate Student

Estácio | Completion in December 2024

Bachelor of English Literature

Federal University of Paraná | January 2006 - March 2010

LANGUAGES

Portuguese: native language

English: advanced reading, writing, listening and speaking

COMPLEMENTARY EDUCATION

Working with Books - Online Course

by Laura Folgueira | June to August 2023

- Presents the differences between copy-editing, proofreading and translation into portuguese. Provides real-life examples of grammar, style, and idiom consistency.

Editorial Skills - Online Course

by Eliana Moura Mattos | May to August 2023

- Covers the editorial tasks, documents preparation, and publishing process in Brazil. Brief discussion on grammar, punctuation, style, proofreading principles and symbols, how to work on-screen and on paper. Offers real-life proofreading exercises.

Stylistics Principles and Text Enhancement Techniques - Online Course

Liceu Literário Português | August 2023

- Explanatory course on Portuguese writing techniques; stylistics and writing skills, including clarity, effectiveness, convencionalidade, completeness, concision, and vocabulary domain.

PROFESSIONAL EXPERIENCE

Freelancer translator and proofreader

January 2023 - Nowadays

- Recently working for Appen and Welocalize as quality rater. Providing advise on academic and scientific texts for undergraduate students, including review and formatting according to ABNT.

Administrative Assistant

Pró-Óxi Sterilization Services | September 2016 - April 2019

- Maintained a filing system; assisted via phone and e-mail; composed reports and tables; organized schedules, data, and files; managed front-end communication with visitors and clients; processed invoices and receipts.

Library Manager

Brasil Leitor Institution | October 2011 - December 2012

- Registered new patrons and updated profiles; cataloged books; sorted and shelved books; aided guests; prepared requisitions and reports.

Administrative library assistant

Uninter | October 2013 - December 2014

- Sorted and shelved books according to their categorization; aided guests.

Proofreader Intern

Guaíra Theater | December 2008 - December 2009

- Proofread Portuguese texts, checked grammar and spelling; suggested style and syntax improvements.

SKILLS

- Communication skills
- Time management
- Problem-solving
- Trados, Wordfast, SmartCat
- Microsoft Office
- Google Workspace
- Grammar and spelling skills
- Attention to details
- Research skills