Sandra Regina Garcia

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I – ACADEMIC BACKGROUND
Degree in Translator and Interpreter – English - Unibero
Degree in Portuguese and American English Teaching – Unibero
Degree in Advertisement and Advertising – Universidade Anhembi Morumbi

II – SPECIALIZATION COURSES
Cultura Inglesa – 8 years
Cambridge Proficiency Certificate

III – LANGUAGES
Proficiency in English
Very good skills in Spanish

IV- LANGUAGE PAIRS

English – Brazilian Portuguese
Brazilian Portuguese – English
Spanish - Brazilian Portuguese
Spanish - English

V – PROFESSIONAL BACKGROUND

Thirty-eight history track in the Education field, and thirty-five history track as a translator and interpreter.

Translation activities:

- Translator (English-Spanish-Portuguese) in trade shows and congresses.

- Translation Coordinator - Brasoft Produtos de Informática Ltda.

- Freelancer translator for many agencies and organizations as J Berlitz, J.Walter Thompson Publicidade, Mood, Lowe, TTS – Technical Translators Specialists, TIC Traduções, VivaVoz Traduções, Bowne Global Solutions, Lionbridge Technologies, and others.

- Translator of guides and technical material on mechanics, engineering, medicine, IT and telecom.

- Translator of books for publishing houses as Makron Books and Quark Editora.

- Translator of many computer games, including those for Electronic Arts and Lucasfilm.

- Translation of websites, including Genius Instituto de Tecnologia, RedDot, IDG Now!, Attachmate, Genesys, Kaspersky Labs, CA, Arcserve, Apple, and others.

- Translation of press releases and other collaterals on IT and telecom for PR agencies.

- Translation of many Information Technology books, including "Como Funciona o Computador" (How Computers Work), and "Excel para Leigos" (Excel for Dummies).

- Translation of many CoBIT and ITIL materials for companies including IT Partners.

- Translation of software including Microsoft Windows, Office, pcAnywhere, Oracle 10g, Peoplesoft Financials, and others.

- Version of many books into English, including "Brazil Seen from Above".

- Translator of guides, software, technical documentation, and collaterals for companies as ABB, Alcatel, Apple, Arcserve, Attachmate, Bull, CA Technologies, Cisco Networks, EMC, Gartner, Genesys, Google, Huawei, IBM, KPMG Consulting, Lotus, Lucent Technologies, McAfee, Microsoft, Nokia, Novell, PeopleSoft, PricewaterhouseCoopers, RedDot Solutions, SAP, Sony Ericson, and Symantec, among others.

- Project coordination in translation, IT support and training.

- Senior QA specialist and terminologist for Nortel Networks Brazil

- Senior QA specialist and terminologist for Lionbridge Technologies

Other activities:

- English teacher - Colégio Augusto Laranja

- Private teacher – English for Brazilians and Portuguese for Foreigners.

- English, Spanish and Portuguese hostess in trade shows and congresses

- Translation Coordinator - Brasoft Produtos de Informática Ltda.

- Training and Support Coordinator - Brasoftware Informática

- Responsible for the terminology and technical quality of the translations at Nortel Networks.

- Translation, training and information technology project coordinator.

- Project coordinator in telecom - Lionbridge Technologies.

- Responsible for the special projects area – Microsoft Handwriting Collection Project at Lionbridge do Brasil.

- Microsoft Windows software beta tester

- Creation of software and hardware material for training courses

- Expert in information technology, telecom, and marketing.

VI – INFORMATION TECHNOLOGY SKILLS

Windows, Office (Word, Excel, PowerPoint), iWork (Pages, Numbers, Keynote), GSuite, Freelance, Trados, Acrobat, Wordfast Anywhere, networks, and others. PC and Mac experience.