

NINA BALBI MAXWELL

nina.rb@icloud.com | +351910171970 | Lisbon 1100-415

Summary

Results-oriented translator skilled at delivering technical and casual translations.

Skills

- Progress Tracking
- Specification Writing
- Attention to Detail
- Technical Data Provisioning and Analysis
- Oral Presentation
- Problem-Solving
- Logistics Process Improvement
- Results Documentation
- Word Conflict Resolution
- Service Oriented
- Document Evaluations
- Accuracy Verification
- Proofreading and Editing
- Information Sourcing
- Cultural Understanding
- Critical Thinking
- Translation Review
- Information Interpretation
- Legal Documentation Rewrites

Experience

Translator/Logistics Coordinator | ANTNET SA - Lisbon | 03/2022 - Current

- Duplicated original document style and flow.
- Leveraged cultural background knowledge to understand idiomatic meanings of specific expressions.
- Worked with clients to establish translation requirements and scope.
- Proofread translations to identify and correct punctuation, grammatical and translation errors.
- Translated important departmental materials.
- Delivered translation services to clients.
- Relayed information between drivers and recipients regarding ETA and potential delays.
- Verified compliance with federal, state and local regulations regarding dispatch operations and safe driving.
- Developed proposals with detailed cost estimates outlining logistics plans.
- Worked with vendors to obtain optimal prices and delivery schedules.

Paralegal | Silva Netto Lawyer's Office - Rio De Janeiro, RJ | 06/2016 - 08/2018

- Proofread translations to identify and correct punctuation, grammatical and translation errors.
- Translated client documents between languages.
- Sat in on meetings to provide members with oral translations of conversations and information.
- Produced well-researched and articulate legal briefs, pleadings and statements.
- Identified and analyzed legal documents, discoveries and contracts.
- Reduced workflow downtime by effectively organizing and managing client billing and case management files.
- Interviewed clients and obtained vital case information to support associates.
- Filed pleadings and paperwork with court clerk to meet strict deadlines.
- Initiated and responded to claims, gathered and presented evidence and counseled clients.
- Responded to client calls and inquiries to deliver applicable information.

Education and Training

Bachelor of Science: Law

Languages

Portuguese: First Language

English: C2

Proficient