FRANK CATAN HEDES

Israeli and Brazilian citizen, widower, 52 years old.
Commercial: Rio de Janeiro – RJ; Residence: Resende - RJ
Phone: +55 21 979 41 9130
Email: frankhedes@gmail.com

OBJECTIVES
Translation, Version, Proofreading in Projects

- o Working for new clients such as pro-Bono or non-profit organizations.
- o Network with others language professionals, get technical help and improve skills.
- o Build a translation team with improved skills.
- o Get help with terminology and resources, with due regard for professional confidentiality.
- o Expose more about the additional services I can provide to my clients.
- o Find a mentor.
- o Keep me up to date on what's happening in the language industry.
- o Help or teach other professionals with what I have learned throughout my professional life.
- o Improve my productivity.

Education
○ **Higher Education:** The Hebrew University of Jerusalem – The Faculty of International Relations and Political Sciences – 2003

Brazilian Army – Military Academy of Agulhas Negras – 1995
○ **High School:** Brazilian Army – Preparatory School for Army Cadets - 1991

PROFESSIONAL EXPERIENCE

Currently: Freelance technical translator for The Doctor Language Inc., Growth Top Translated, Bayan-tech, Mid-localize, Therefore Israel, Transparent, TranslatePRO.

2019-2022: Translator of Hebrew literature by the writer Mois Benarroch and a technical manual in English by former director of the Ford Motor Company Scott Ford.

2014: Hostel Ritz Copacabana - Commercial Manager.

2010-2020: Owner of F. C. Hedes Travels & Tourism ME.

2009-2010: Hebrew-Portuguese freelance interpreter.

2008-2009: Hostel Rio Ritz Copacabana - Receptionist in Hebrew-English-Portuguese languages.

2006–2008: May Machines Ltd. – State of Israel - Hebrew-Portuguese freelance translator.

2001–2006: Tavas Security Services Ltd. – State of Israel – Security agent.

1999–2001: Israel Defense Forces – Military.

QUALIFICATIONS
○ Areas of expertise such as technical translator:

✓ Legal	✓ Research & Technology	✓ Oil & Gas	✓ Chemistry
✓ Technical manuals	✓ Marketing	✓ Medicine	✓ Telecommunications
✓ Industry & Commerce	✓ Finance	✓ Audit	✓ Energy
✓ Patents	✓ Accounting	✓ Consultancy	
✓ Bids	✓ Agribusiness	✓ Computing	
		✓ Engineering	

○ Translation Assistance Tools, Computer-Assisted Translation, Translation and Written Assistance Tools used with login and password provided by each service contractor: MateCAT, MateSub, MemoQ, MemSource, Passolo, Trados Studio, and others not listed. Content Management, Dissertation and Terminology.

○ Free Cat Tools: Google Cloud, Omega T 4, and others not listed.

○ Financial management; Financial analysis and planning; Leadership and team management as a tourism business agent.

○ Statistical Forms and Warehouse Services; Preparing and updating spreadsheets, documents, projections, emails as a military officer and freelance translator.

EXTRACURRICULAR ACTIVITIES
○ Fluent languages: Hebrew (1st tongue), Portuguese (2nd tongue), English, Spanish.
○ Resident in Brazil since August 2008, working in several areas.
○ Has worked as a freelance Hebrew interpreter and translator for:

- Hebrew literary works by the writer Mois Benarroch under the proper Hebrew name in Israel, (Y.K.), between the years 2019 and 2020. (Keys to Tetuan, Poetry of the End of the World and Penalties Treaty), as well as translated the technical-mechanical work, from English, by Scott Ford, in December 2022.
- Interpreter on the team of the Minister of Public Security of the State of Israel, during hearings at the headquarters of the Federal Police in Rio de Janeiro, in March 2010.
- Interpreter in the security team during the reception of the President of the State of Israel, visiting Rio de Janeiro, in November 2009.
- Interpreter for an Israeli police officer in charge of executing an extradition warrant against an Israeli citizen arrested in Brazil, in October 2009.

COURSES AND CERTIFICATES
○ Certificate Introduction to Data Analysis: *Worker's School* – May 2022.
○ Business Accounting Certificate: *Bradesco Foundation* – September 2021.
○ Financial Management Certificate: *Sebrae* – April 2020.
○ Amadeus Sales Platform: *Operational systems Amadeus* – 2010.
○ Ambience/Analysis and planning Certificates: *Sebrae* – June 2010.
○ Microsoft Office Package: *Amal Technology Institute*, Israel - April 2004.
○ Touch Type in Hebrew, English: *Sight & Sound Computer & Office Skills Training Institute*, Israel – May 2001.

ADDITIONAL INFORMATIONS
○ Availability to carry out translation and proofreading projects, as a freelance translator, related to my areas of expertise.

DATA SECURITY PRACTICES I WORK WITH:

Standard security procedures

- Content protection: I take care to prevent confidential project files and contents from being accessed by unauthorized persons.

- No discussion: I do not discuss confidential project content with unauthorized persons.

- No paper copies: I do not create any paper copies, and am willing to destroy them upon completion of the project.

- Password protected folders: I understand how, and I am willing to agree to password protection of file folders.

- Dedicated project folder: I am willing to agree to keep separate file folders for different clients.

- Remote backup: I have a regimen, available upon request, to backup files remotely while work is in progress.

- No cloud storage: I am willing to agree to store content only locally on my own devices, that is, not in "cloud".

- No authorized sampling: I use samples of completed translations (in portfolios, or otherwise to market my services) only with the client's permission.

- Confidential collaboration: I do not disclose confidential information when obtaining assistance from fellow translators in selecting terms, etc.

- Confidential TM/MT: I am willing to agree not to use confidential project content from worked projects for a customer, to add translation memories or train MT systems that are used with other clients.

- TM/MT exclusion: I am willing to agree to destroy any translation memories, automatic translation machines and glossaries created specifically for a given project upon completion of the project.

- Home Office: I have an office in my home.

- Exclusive space: My office has its own space.

- Private space: I'm the only one who uses my home office.

- No public space: I work exclusively, or almost exclusively, from home.

- On-site audit: I am willing to agree to make my home office available for on-site audit.

- Exclusive computer: I have an exclusive computer to translation work.

- Locked computer: My work computer is password protected.

- Single user: I am the only person using my computer.

- Antivirus: My computer has licensed and updated antivirus program.

- File verification: All input/output files are scanned for viruses and malware.

- OS update: Updates for my operating system are installed automatically.

- Program updates: I have a tool that checks for updates for all programs on my computer.

- Anti-ransomware: I have a licensed and updated anti-ransomware program.

- Private screen: My computer screen is not visible through the window.

- FIPS: My devices comply with the US Federal Information Processing Standard (FIPS).

- Encrypted hard drive: My hard drive is encrypted.

- RAID: My hard drives use redundant RAID.

- File audit: I understand how, and I am willing to agree to enable security logging and file auditing.

- Phone locked: My mobile phone is pin or fingerprint protected.

- No piracy: I do not use pirated program.

- Anti-theft: My work computer has anti-theft features.

- Password protected network: My home office network is password protected.

- Firewall: My home office network is protected by a firewall.

- No external Wi-Fi access: I do not use, or I am willing to agree not to complete a project using Wi-Fi outside of my home office.

- Non-disclosure of customers: I do not disclose the identities or contact information of my clients, or the identities or contact information of their customers or suppliers, without first obtaining permission to do so.

- Non-disclosure of processes, fees: I do not discuss internal processes, tools, payment fees, or any other information, without first obtaining permission to do so.

- Private correspondence: I consider customer communications to be confidential and I do not disclose emails or any other correspondence.

- Secure record maintenance: My customer lists, invoices and any others records are protected.

- Password management: I have a professional approach to passwords that involve (1) strong/long passwords; (2) different passwords for different sites/services; and (3) periodic password rotation.

- Two steps verification: I use two-steps verification procedures whenever possible.

- Security certificate: I currently hold an active security certificate from a government agency.

- Conflict of interests: If I have a conflict of interest, or recognize the possibility of such a perception, I will immediately discuss it with my client.

- No privileged shares: It's my policy not to take any attitude (ex. purchase of shares) as a result for obtaining access the confidential information.

- Illegal activities: If I become aware of any illegal activity, it is my policy immediately report it to the appropriate authorities, and to my client, if appropriate.

- Disclosure report: If any confidential information were inadvertently disclosed, I would notify my client immediately.

- Code of conduct: I have endorsed the Professional Guidelines for Omega T, ProZ.com, MATECAT, Google Cloud and I am bound by the code of conduct of a recognized industry association - SINTRA.

- Own NDA: I can provide my own security/NDA policy for customers who don't have a available.

- Presumption of confidentiality: In the absence of agreement to the contrary, my presumption is that files and content must remain confidential.

- **Experience with secure projects: I have experience working with highly confidential content.**

- No subcontracting: I don't subcontract/outsource work, or I don't do it without the client's permission.

- Background check: I am willing to submit to a personal background check.

- Drug test: I am willing to submit to take a drug test.