

CURRICULUM VITAE

----- MARIO CARDOSO MONIZ -----

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Name: Mario Cardoso Moniz
DoB: 12 April 1992
Marital status: Single
Gender: Male
Nationality: Timorese (Timor-Leste)

EDUCATION

Bachelor's degree in public administration

THE UNIVERSITY FOR INTERNATIONAL INTEGRATION OF THE AFRO-BRAZILIAN LUSOPHONY (UNILAB)

Ceará, Brazil

August 2012 – August 2017

WORK EXPERIENCE

Simultaneous Language Interpreter/Translator for Tetum/Portuguese to English (vice versa)
INTERNATIONAL LAW ENFORCEMENT ACADEMY (ILEA), BANGKOK, THAILAND

Full-time job

January, 2023 – current

- Provide formal lecture simultaneous interpreter from Tetum/Portuguese to English (vice versa)
- Provide consecutive translation Tetum/Portuguese to English (vice versa) as needed.
- Provide Law enforcement multi-disciplinary course material translations.
- Worked with colleagues in collecting useful information into ordered glossaries for reference during translation sessions.
- Browsed dictionaries, encyclopedias, and terminology compilations to stay updated on new meanings of words and phrases for future engagements.
- Developed understanding of specialized concepts for translation by consulting subject matter experts and other colleagues.
- other translations services needed by the Academy.

Language Interpreter/Translator for Tetum/Portuguese to English (vice versa)

MULTI AGENCIES

October 2018 – current

Freelance

- Provide document translations English-Tetum/Portuguese vice versa.
- Provide proofreading documents service to assess language, vocabulary and grammatical correctness.
- Retained meaning, context, and style of written translations.
- Remained knowledgeable in cultural nuances to interpret accordingly.
- Adapted dialect in verbal translations for clear client understanding.
- Obtained information on appropriate terms, phrases and words from specialist dictionaries.

Administrative Assistant
EMBASSY OF BRAZIL IN TIMOR-LESTE
August 2021 – December 2022

Full-time job

- Served as private assistant to the Ambassador of Brazil in Timor-Leste.
- Consecutive Interpreter for the Ambassador and documents translation from Tetum to Portuguese vice versa.
- Embassy media social management.
- Acted as primary point of administrative contact and liaison with other offices, individuals, and external organizations to streamline communications.
- Provided first-class PA support to the Ambassador.
- Diplomacy protocol arrangement
- Scheduled and planned meetings and conferences to the Ambassador.
- Provided effective meeting support by preparing agendas and taking minutes.
- Offered logistical support to visiting executives in coordination with other assistants.

Consular Assistant
ROYAL THAI EMBASSY IN TIMOR-LESTE
April 2018 – July 2021

Full-time job

- Thoroughly checked visa documentation, flagging suspicious activity for Visa applications.
- Provide consecutive language interpretation and document translation from English-Tetum/Portuguese vice versa as needed.
- Conducted general administration including email writing, answering phone calls and managing data.
- Maintained accurate diplomatic records, file and report, storing safely on Thai Visa System in compliance with Thai Visa's procedures.

Language Skills

Tetum – native

English – advance

Portuguese – advance

Bahasa Indonesia – advance

Translations fee:

USD 0.06/source word

Phone translation (consecutive):

35/hour