

CECILIA DE SOUZA NASCIMENTO

PERSONAL DATA

Date and place of birth : December 09th of 1981, In Rio de Janeiro (Brazil)
Phone Number : +55 22 9934-0617
Home address : Macaé – RJ - Brazil
Email : cecilianascimento.translator@gmail.com

EDUCATION

Graduation: Language Graduation (Portuguese and English) - Faculdade de Filosofia, Ciências e Letras de Macaé – finished July of 2007

Post-graduation: Translation (English to Portuguese) – Universidade Castelo Branco – in progress, to be concluded on January 2024

LANGUAGE PROFICIENCY

Portuguese-BR: Native speaker.

Advanced English: Able to understand and communicate with English speakers.

TRAINING

- Windows, word, excel, power point – Faculdade Estácio de Sá - 2003
- English Course – Les Anjes – 520 hours (finished in March of 2001)
- English Course (Conversation classes) – Brasas Idiomas – 12 months (finished in May of 2018)
- Private advanced English course (grammar and linguistics particularities (in progress 06/2023)
- English for Science, Technology, Engineering, and Mathematics - Pensilvania University (on line -in progress 06/2023)
- CAT Tools training, translation best practices - Viver de Tradução (From April to July 2023)

Professional Skills

- Good communication, team work, flexibility, availability and organization.

PROFESSIONAL PROFILE

- www.proz.com/profile/3745108
- www.tm-town.com///translators/cecilianasc (Translation samples added)

CAT TOOLS

- SDL Trados;
- MemoQ;
- MateCat

MAIN GOAL

Working as freelance translator EN to PT-BR – Fields: Engineering, automotive, oil and gas, electronics and marketing / Localization.

PROFESSIONAL BACKGROUND

Company : Rio Mar Serviços de Logística- Macaé/RJ

Position : Personnel Logistic Analyst (Contract)

Role : Providing all logistics support for the employees to embark and disembark.

Term : September/2021 to Sept/2022

Responsibilities : - During 4 months I took care of 2 drill ships (DS15 , already in RIO and DS04 in Las Palmas coming to Brazil), after this term I was responsible just for DS4 – NS54. Before coming to Brazil, I took care of the crew changes in Las Palmas, issuing the logistics and travel insurance for all of them. After coming to Brazil, I was helped by OIM and Captain and all supervisors on board to organize the crew changes. I started sending documents to Petrobras to obtain SISPAT numbers. Petrobras Contract started in the middle of May/22 with crew changes on SAP. As Logistic Analyst I was responsible to organize the crew changes according to the sectors (Marine , drilling , deck...); Sending the crew change planner to the rig in advance to keep Captain, OIM , Radio Op. , Rig Manager and others informed; Contacting the employees by email to inform about embark, procedures for isolation in Hotel and COVID test before embarking; Contacting Copastur to buy flying or bus tickets to embark, disembark, medical exams and book the hotel for employees; Adding names for the crew changes on SAP; Organizing the van for the embark and disembark; Updating the planner and People Log with information of embarking and disembarking for employees and third parties; Staying in contact with preposto all day to check if everything is working as planned in the hotel and at the airport on crew change time; Staying in contact with hotel people to extend the days In the hotel if necessary; Attending weekly meetings with Captain, OIM, HR BP and HR supervisors to be informed about new hires, fires and needs of the rig; keeping contact with Training company to be sure when the employees will be released to embark after all training done; Staying in contact with the employees to clarify any doubts they have about embark or payment; being in contact with people from Material logistics to be informed about the material to embark by chopper; Issuing reports to inform HR about extra days on Board, days off to be compensated and other details of employees embark related to salary payment; Checking all the Logistic cost reports before approving for payment of the Suppliers, normally twice a month. Translation of documents, written meetings and e-mails were required daily.

Company : MRS Serviços de Imigração e Relocation - Macaé/RJ

Position : Immigration Consultant (Small Contract)

Role : Providing consultancy to Valaris' Brazilian and foreigners.

Term : November/2018 to July/2019

Responsibilities : - Instructing the companies employees about immigration services; gathering documents in order to elaborate process and protocol temporary and permanent visas, gathering documents for extension and Exchange of visas and after the registration at Federal Police; registration at competent departments; booking the procedures and organizing the spreadsheets for realizing the services; Report and keep informed the companies about the attendances and completion of services; complete all completed services with financial sector of MRS company. Translation of some documents for processes were required.

Company : MRS Serviços de Imigração e Relocation - Macaé/RJ

Position : Immigration Consultant

Role : Providing consultancy to Schlumberger's Brazilians and foreigners.

Term : July/2012 to July/2016

Responsibilities : - Instructing the companies employees about immigration services; gathering documents in order to elaborate process and protocol temporary and permanent visas, gathering documents for extension and Exchange of visas and after the registration at Federal Police; MERCOSUL Agreements; Permanent Visas based on Brazilian partner or children, family reunion; registration at competent departments; Issuing documents for expats – Work book, ID card, Driver's license and CPF. Booking the procedures and organizing the spreadsheets for realizing the services; Report and keep informed the companies about the attendances and completion of services; complete all completed services with financial sector of MRS company. Translation of some documents for processes were required.

Company : Ensco do Brasil - Macaé/RJ

Position : Logistic Analyst(temp)

Role : Responsible for crew changes of SS48 and every detail regarding people logistics of this rig

Term : March/2012 to July/2012

Description : Organizing and updating spreadsheets with all employees of rig SS48; Insert crew changes on Petrobras system (SAP) and do the changes according to the rig needs requested by RIg Manager or Barge of the rig; organizing employees' logistics (flight tickets, cars, hotels). Participating of daily with Captain and Rig Manager in order to do arrangements for changes; Keeping in contact with third party companies in order to embark their employees for maintenance services on the rig; keeping in contact with Ensco's employees to inform about embark / disembark, changes made or other activities of the rig; Conferring invoices of requested services (transports, hotels and flight tickets); Conferring extra days, vacation of employees of this rig; Updating spreadsheets of no show and other kinds of flights (R7, cover flights, charter flights, transferred flights); Assisting new employees for first embark..

Company : Planet Visas Immigration Consulting - Macaé/RJ

Position : Operation Assistant

Role : Assistance to Ensco do Brasil's expats

Term : August/2010 to March/2012

Description : Gathering documents to start Brazilian work visa in favor of the Pride do Brasil's expats (Ensco do Brasil), keeping in contact Pride base in Houston and with the employee; Providing information to the managers regarding the visa processes status. After approved, contact the employee to advise to collect the visa; booking the registration at Federal Police in Brazil to when the expat arrives and when they need to renew the visa; keeping in contact with rig coordinators to update the expats' documents at Petrobras system; Controlling the expats's protocols and visa extensions and updating the spreadsheets.

Company : GSA Manutenção Industrial LTDA - Macaé/RJ

Position: : **Administrative Assistant**

Role : Perform all administrative services

Term : September/2009 to February /2010

Description : Making the load tests reports; organizing the employees' schedule, Purchasing the materials required by the managers, Keeping in contact with the client to inform them about their reports, controlling the cashbook, issuing commercial invoices.

Company : Halliburton Produtos LTDA - Rio de Janeiro/RJ

Position : **Administrative Assistant**

Role : Perform administrative services

Term : June/2002 to July /2003

Description : Keeping the engineers' materials updated and filing documents and layouts from Barracuda & Caratinga project. Organizing the weekly meetings regarding the project; Keep the engineers informed about the changes by e-mail.