

# Victor Carvalho Manfrinato Faruoli de Brito

Freelance Juridical  
Translator



## Personal Info

### Email

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### Address

Rua Antônio Júlio dos Santos, 554, apt  
11, São Paulo/SP, Brazil, Zip Code  
05.661-020

### Phone

+55 (11) 97173-6030

## Skills

Skilled interpreter and translator

Written Communication

English language proficiency

Cultural expertise

Document review

Proofreading skills

MS Office

Organization and Time Management

Interpersonal Communication

Problem-Solving

Qualified English-Portuguese translator with CPE searching freelance jobs

## Work History

2023-06

- present

### Juridical Translator

*Freelance, Remote*

English/Portuguese and Portuguese/English translator, specialized in English Law.

2016-11

- present

### Agente Administrativo

*Defensoria Pública da União, São Paulo*

- Demonstrated strong organizational and time management skills while managing multiple projects.
- Acted as a team leader in group projects, delegating tasks and providing feedback.
- Organized and detail-oriented with a strong work ethic.
- Exercised leadership capabilities by successfully motivating and inspiring others.
- Demonstrated a high level of initiative and creativity while tackling difficult tasks.
- Identified issues, analyzed information and provided solutions to problems.
- Demonstrated respect, friendliness and willingness to help wherever needed.
- Excellent communication skills, both verbal and written.
- Proven ability to learn quickly and adapt to new situations.
- Demonstrated leadership skills in managing projects from concept to completion.
- Completed paperwork, recognizing discrepancies and promptly addressing for resolution.
- Managed time efficiently in order to complete all tasks within deadlines.
- Used critical thinking to break down problems, evaluate solutions and make decisions.
- Used strong analytical and problem-solving skills to develop effective solutions for challenging situations.
- Maintained and managed customer files and databases.
- Complied with company policies and procedures by encouraging positive and effective work environment among employees.
- Offered advice and assistance to customers, paying attention to special needs or wants.
- Participated in team meetings and training sessions to stay informed about product updates and changes.
- Prepared legal briefs, motions, and pleadings.
- Coordinated trial exhibits by organizing materials, writing documentation, and preparing digital materials and displays.
- Conferred with clients and other involved parties to gather and track case information.
- Conducted detailed client intakes and entered information into company database.
- Communicated with clients, opposing counsel and court personnel to keep all parties informed on case updates.
- Summarized depositions, legal documents and other material to provide attorney with relevant material for cases.
- Edited and proofread legal documents to verify accuracy.
- Maintained and updated organized client contact information to keep in touch with clients and provide updates on cases.
- Monitored changes in laws, regulations and other legal matters to keep firm compliant with requirements.

Multitasking Abilities

Critical Thinking

Flexible and Adaptable

Decision-Making

CAT Tools

Case interpretation

Legal documentation

Contract Review

Litigation review

Policy and procedure adherence

Constitutional Law

International Human Rights Law

Criminal law proficiency

Social Security Law

Migration and Refugee Law

Public Law

Philosophy of Law

Sociology of Law

Creative writing

Technical Writing

Content Development

Proofreading

Research

Grammar usage

## Languages

English



Certificate of Proficiency in English

Spanish



Intermediate Language Courses

French



Basic (L1)

- Liaised with other paralegals and legal staff to complete common tasks on schedule.
- Researched statutes, decisions, legal articles, and codes.
- Revised and finalized letters, briefs, and memos.
- Contacted clients to schedule appointments and discuss progress of cases.
- Communicated pertinent information to clients via phone, email, and mail.
- Interviewed clients to obtain information relevant to cases.
- Reviewed, edited and proofread litigation for proper grammar, spelling and punctuation.
- Wrote and filed pleadings with Brazilian Federal Court in São Paulo on schedule to maximize case success.
- Researched and analyzed legal issues and cases to provide accurate advice to clients.
- Attended court hearings and depositions to take notes and document proceedings.
- Collaborated with attorneys to develop strategies for each case.
- Produced legal documents such as briefs, pleadings and appeals.

2013-02

- 2016-11

### Volunteer Lawyer

*Defensoria Pública da União, São Paulo*

- Worked alongside attorneys, administrative assistants, and fellow legal assistants on complex cases and legal processes.
- Filed court documents and legal pleadings with court clerk on behalf of attorneys.
- Monitored changes in relevant laws to stay abreast of procedures and provide legal updates to clients.
- Conducted legal research, compiled and organized evidence and identified relevant legal articles and statutes to use for legal proceedings.
- Researched statutes, decisions, legal articles, and codes.
- Produced legal documents such as briefs, pleadings and appeals.
- Collaborated with attorneys to develop strategies for each case.
- Wrote and filed pleadings with Brazilian Federal Criminal Court on schedule to maximize case success.
- Developed polished motions and briefs to support litigation processes and court proceedings.
- Reviewed, edited and proofread litigation for proper grammar, spelling and punctuation.

2012-04

- 2012-12

### Criminal Law Intern

*Defensoria Pública da União, São Paulo*

- Researched statutes and laws to support compliance and legal risk management.
- Met with clients to help attorneys prepare for depositions.
- Worked closely with attorneys on case research to prepare for trial.
- Gathered information from defendants, witnesses and victims to assist lawyers in building cases.
- Communicated with law firms and paralegals to gather information for lawsuits.
- Drafted letters to clients, firms and businesses to request settlement or compliance with discovery requests.
- Organized legal filing system to maximize efficiency.
- Performed legal and general research, drafting memoranda, and correspondence.
- Reviewed legal information and proofed documentation for errors.
- Attended depositions and court proceedings and prepared summaries on cases.

- Summarized deposition transcripts and case materials for senior review.
- Sorted legal documents, filing and case materials in clear, orderly systems.
- Assisted in developing processes to expedite legal procedures.
- Prepared accurate pleadings, motions and briefs for review by partner attorneys.
- Filed legal documents promptly and accurately with federal courts.

2011-01  
- 2012-04

### **Law Student Intern**

*Ministério Público Federal - Procuradoria Regional da República da 3ª Região, São Paulo*

- Reviewed legal information and proofed documentation for errors.
- Performed legal and general research, drafting memoranda, and correspondence.
- Researched statutes, decisions, legal articles, and codes.
- Produced legal documents such as briefs, pleadings and appeals.
- Collaborated with attorneys to develop strategies for each case.
- Developed polished motions and briefs to support litigation processes and court proceedings.
- Attended court hearings and depositions to take notes and document proceedings.
- Wrote and filed pleadings with Brazilian Federal court on schedule to maximize case success.

2009-11  
- 2010-11

### **Judicial Intern**

*Turmas Recursais do Juizado Especial Federal de São Paulo, São Paulo*

- Processed summons, subpoenas, motions and appeals to facilitate timely court proceedings.
- Attended trials and kept minutes to prepare case reports for clerks and judge.
- Conducted legal research on law, providing thorough memoranda.
- Attended depositions and drafted comprehensive summaries for review.
- Prepared bench memoranda and bench briefs for judges on various legal issues.
- Reviewed complaints, petitions, motions and pleadings to aid in determining admissibility.
- Managed administrative duties such as filing documents, scheduling meetings and tracking case statuses.
- Researched laws, court decisions and other documents relevant to cases before court to aid in judge's decision-making.

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## **Education**

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2015-12  
- 2016-01

### **Human Rights, Post-graduate**

*IBCCrim - Instituto Brasileiro de Ciências Criminais, Universidade de Coimbra, São Paulo*

- In partnership with IGC - *Ius Gentium Conimbrigæ*, Human Rights Center of University of Coimbra Law School

2008-01  
- 2011-12

### **Direito, Bachelor**

*Fundação Armando Álvares Penteado (FAAP), São Paulo*

- Twice Scientific Research Monitor with research themes *Education as a Right of Man and Citizen* and *Education and Criminal Law*.
- Graduated with research paper *Prostitution and Other Sexual Exploitation Related Crimes in the Light of Human Dignity and the Rule of Law*.

2002-01  
- 2007-12

**Basic, High School**

*Colégio Franciscano Pio XII, São Paulo*

From 6th Grade Junior High to High School

1997-01  
- 2001-12

**Basic, Elementary School**

*Colégio Magno, São Paulo*

1st Grade Elementary to 6th Grade Junior High School

1994-01  
- 1997-12

**Basic, Kindergarten**

*Colégio Sto. Estevam, São Paulo*

From Kindergarten to 1st Grade Elementary School