

FERNANDO CERUTTI AGUIAR

Santo Antônio de Pádua • RJ • Brazil
55 22 99787-3100 • fernando.cerutti.translator@gmail.com
<https://www.proz.com/profile/3909493>
<https://www.linkedin.com/in/fernando-cerutti-aguiar-8795182a8/>

PROFESSIONAL GOALS

I am a freelance translator, and I am looking for opportunities to improve my skills and get experience with translation jobs.

I look for freelance translation and proofreading opportunities in the English>Portuguese language pair, focusing on technical, business, education, IT, and medical fields.

QUALIFICATIONS

I have been working as a school manager since 2014 in Brazil. I have a great knowledge of terms used in Educational and Business fields. I graduated in Business Administration in 2006, also have a Postgraduate Degree in Public Administration and a Master's Degree in Production Engineering, with 10 years of experience in the areas of procurement, education, and infrastructure.

I also work as a translator in the English>Portuguese language pairs. At the moment, I am doing a Postgraduate degree in Translation from English to Portuguese.

I have been doing some volunteer translation jobs since 2023 (Translators Without Borders, crowdin.com, TED Translators) and I am also doing a postgraduate degree in English translation.

I am fluent in English and Portuguese and have good skills working with different types of software (CAT Tools, Word, Excel, PowerPoint, etc.).

Translation daily output: up to 2,000 words (translation) / 4-5k words (proofreading).

PROFESSIONAL EXPERIENCE

School Manager - 2014 to present

Instituto Federal de Educação, Ciência e Tecnologia Fluminense

Public procurements (different types of equipment and resources), management of public contracts (electrical, transport, IT, engineering, etc.), IT management and other services for a large public school in the state of Rio de Janeiro.

International buyer - 2012

Uno Aviation

Purchase of imported aircraft parts, equipment, and national products and services.

EDUCATION

Master's Degree in Production Engineering – 2019

Universidade Candido Mendes

Postgraduate Degree Public Administration – 2015

Universidade Candido Mendes

Bachelor of Business Administration – 2006

Faculdade Machado Sobrinho

EXTRA COURSES

Mentoring: Viver de Tradução (Living from translation) - January 2024

Basics of Humanitarian Interpreting – Translators Without Borders

Basic Translator Training – Translators Without Borders

Trados Studio eLearning Course – RWS.com

LANGUAGES

Portuguese – native

English - fluent

COMPUTING

MS Office suite (Word, Excel, Power Point) - proficient level

CAT Tools – Trados, Memsource, memoQ - operational level