

Miriam Cristina Silva

Translator, Brazilian

Cel: 55 11 99245-9385

miriam.translator@gmail.com

<https://www.linkedin.com/in/miriam-batista-translator>

Av. Lins de Vasconcelos, Vila Mariana, São Paulo/SP, 01538-001, Brazil

PROFILE

Translator with over 10 years of experience in the translation industry providing language services (En>Pt-Br) across diverse sectors including software engineering, technology, information security, marketing & sales consulting, finance & economics, medical, and sustainability & environment.

Acquainted with Trados, MultiTrans, Phrase + Memsource, and memoQ CAT Tools.

EDUCATION

- Bachelor of Arts, Translation: English/Portuguese (2007-2010) - PUC-SP
- Licentiate Degree: English (2007- 2011) - PUC-SP
- Postgraduate Certificate, Portuguese (2016) - PUC-SP
- Postgraduate Lato Sensu Studies - PGDip, Philosophy (2020-2021) - PUC-RS
- Postgraduate Lato Sensu Studies - PGDip, Translation (2024-2025) - PUC-PR - In progress

EMPLOYMENT HISTORY

- Translator (Feb/2013 – Present)

Provider of language services for clients in Brazil and abroad

- Technical translation - webpages, certification exams, hardware and software user guides, workbooks, self-paced manuals, and training materials developed for engineers in the field of software engineering.
- Translation of business-related documents - legal and financial documents, policy and procedure manuals, code of ethics training, internal company policies, newsletters, case studies, news releases, white papers, brochures, infographics, lists of products, emails, presentations, and webinars;
- Multimedia translation - institutional and educational videos;
- Style Guide update;
- Translation of interviews in the Leituras da História magazine, 2013;
- Accompanying translator of the Brazilian Paralympic Committee – London, Jan 2012.

- Finance & Administrative Coordinator

Animal Equality (Apr/2018 – Jan/2023)

Responsible for managing the financial and administrative areas of the organization, having access to extremely relevant and confidential strategic documents, in charge of implementing the financial system and regularly participating in all external audits representing its area of activity. Also responsible for translating documents.

- EFL Teacher (Feb/2011 – 2018)

EFL teacher for levels A1, A2, B1, and B1+

- Middle School & High School English Teacher

Externato José Bonifácio (Feb/2013 - Mar/2015).

EFL teacher for all grades in Middle/High School

- Intern / Examinations Assistant

Associação Alumni (Jan/2010 - Dec/2012)

Intern - Performed administrative and educational duties at Junior's Department assisting with the coordination and the teachers.

Assistant - Responsible for ensuring the integrity of testing services by monitoring the examination process of exams such as TOEFL iBT and GRE, and maintaining Prometric policies and guidelines.

- Translator (intern)

Peppers & Rogers Group do Brasil (Mar - Nov/2009)

Responsible for translating white papers, newsletters, case studies, and institutional content related to business management consultancy.

- Academic Assistant

Pontifícia Universidade Católica de São Paulo (Dec/2007 - Mar/2012)

Academic Assistant at Secretaria Acadêmica - Pós-Graduação Stricto Sensu and in charge of assisting with the Portuguese Program and Dean of Postgraduate Studies for a period.

- Administrative Assistant

Cultura Inglesa (Mar/2003 - Sep/2007)

Responsible for the clerical work at Secretaria Acadêmica and interaction with students at the Multimedia Center. Also in charge of applying placement tests for prospects and tests for students.

COURSES AND CERTIFICATIONS

- Continuing Education, Atualização Gramatical – Oficina de gramática- PUC - 2016
- Continuing Education, Atualização Gramatical – Resolva suas dúvidas - PUC – 2016
- Symposium. Cycles of Lectures on translation and interpretation. PUC-SP/ PROFT, 2007-2013
- English, Advanced Level, Alumni, 2010 - 2011
- English, Basic to Advanced Level, Cultura Inglesa, 2003 - 2008
- PET – Preliminary English Test, Cambridge Certification, 2006
- Management Course, Êxito Engenharia e Cursos, E.T.E Getúlio Vargas, 1999