

Ines Alfano

English > Brazilian Portuguese Translator

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Enthusiastic, dynamic and innovative English to Brazilian Portuguese freelance translator. With a customer-centric approach, I am a proactive professional with critical thinking skills and assess every project with precision and a clear understanding of its objectives. I have a passion for revealing linguistic nuances and refining terminology, making a difference to every client's translation needs by bridging the linguistic gap, enhancing a business's approach to language services, driving efficiency and delivering a high quality final product.

KEY ACHIEVEMENTS

Terminology management: Led the creation and implementation of a new terminology management framework for Capita, designing every step of the process, from qualification, pricing, term extraction and validation to integration with translation tools and automated checks. Ensured the process was documented and all users trained on its application. A true testament to my ability to learn new products and procedures, lead a project and implement a structured work process.

Client management: With a client-focused approach, I enjoy understanding the needs of my customers and strive to provide a personalised solution. As an example, when working with a client who had concerns about the quality of our freelancers, I focused on rebuilding their trust as part of my role of in-house translator. I proactively focused on knowing their content and tools in depth in order to create training guides and video resources so that other freelancers could improve their performance and provide high-quality localised content based on the client's specifications.

EXPERTISE

Content: Websites, user guides, business communications, marketing brochures, software, industry journals, corporate videos, training courses

Fields: IT, cloud computing, real estate services, automotive and heavy machinery equipment, health and wellbeing, medical devices

SERVICES

Translation and localisation	Linguistic consultancy
Review and proofreading	Glossary and style guide creation
Machine translation post-editing	Linguistic quality assurance
Subtitling	Terminology research and term extraction

SOFTWARE

Trados Studio (Trados Studio 2022 Freelance license)	Smartling
MultiTerm	Memsources
MultiTrans	XTM
memoQ	

CORE SKILLS

Highly organised: Ability to multi-task across diverse work content with exceptional attention to detail.

Creative: Thinking outside the box, analysing and localising text with precision and accuracy.

Communication: Articulate and informative, verbally and in writing.

Teamwork: Supportive, collaborative approach, promoting inclusivity to achieve a common vision.

Time management: Efficiently meeting tight timeframes and deadlines.

Problem-solving: Methodically resolving challenges with positivity.

PROFESSIONAL AFFILIATION

Associate of the Institute of Translation and Interpreting

Joined on February 2023

PROFESSIONAL EXPERIENCE

Freelance Translator

December 2019 – Present

- **Content localisation:** Translating and reviewing technical and marketing content across a range of subject areas and briefs, such as IT, cloud computing, health, logistics, real estate services and human resources.
- **Linguistic and terminology consulting:** Defining processes and creating supporting materials to ensure consistency and accuracy in translation, including style guides and glossaries, based on English source content.

Language Analyst, Capita Translation and Interpreting (Oldham, UK)

June 2017 – November 2019

- **Language asset management:** Developed processes and procedures for managing language assets both as a general approach and tailored to specific clients as needed.
- **Client relations:** Advised clients about the linguistic aspects of their content, recommending best practices for terminology and translation memory management, supporting teams with quotations, pricing and scheduling.
- **Linguistic documentation:** Designed and maintained documentation on processes involving glossaries, translation memories and style guides.
- **Terminology expertise:** Supported consistent and accurate use of terminology by performing term extraction and validation as well as implementing termbases.

In-house translator, Capita Translation and Interpreting (Oldham, UK)

April 2013 – May 2017

- **Translation and proofreading:** Translated and reviewed a diverse range of content from technical documents, software, marketing to websites, as well as providing support on glossary creation.
- **Consultancy:** Worked closely with clients, providing advice regarding the best processes and tools to use for specific requests and tasks.

Language Analyst, SDL (Sheffield, UK)

December 2010 – March 2013

- **Language resource design:** Creation of source glossaries to enhance translation quality and consistency.
- **Linguistic support:** Provided support to translation teams to promote accurate understanding of source content and maintain a consistent approach across projects and languages.
- **Stakeholder/project consultancy:** Close collaboration with project managers advising on linguistic aspects of their accounts throughout the project cycle.

Software Tester, SDL (Sheffield, UK)

January 2009 - November 2010

- **Technical expertise:** Creation and execution of tests for desktop and server-based software (Trados Studio, TM Enterprise Server, MultiTerm); collaborated with software developers to deliver efficient and accurate testing.

In-house lead translator, SDL (Sheffield, UK)

August 2005 – December 2008

- **Diverse content localisation:** Translation of a variety of content (technical, marketing, websites) for global brands, including RIM, Microsoft, Nike, Coca-Cola.
- **Quality assurance:** Performed checks and implemented verification processes using specialised software to ensure accuracy of translated content.

Freelance translator

February 2004 – May 2005

- Developed cross-industry knowledge working with clients such as Novell, Microsoft, Ariba, Symantec.

Technical translator, J.D. Edwards/PeopleSoft/Oracle (Denver, CO, USA)

June 1999 – February 2004

- Translated software interface and documentation; implemented quality assurance of localized software; performed terminology research.

Freelance translator

February 1997 – December 1998

- As a starting freelancer, worked with charities, universities, media and corporate businesses; translated 'Primitive Art in Civilized Places' by Sally Price, published by Editora UFRJ, 2000.

QUALIFICATIONS

Specialisation on translation, Language and Literature Institute - Federal University of Bahia (Brazil)	1992
Certificate of Proficiency in English, University of Cambridge (UK)	1989
Agronomy degree, College of Agronomy, Federal University of Bahia (Brazil)	1984