

PERSONAL DETAILS



Name	MARLENE GONÇALVES VILELA
Address	RUA ALBERTO PIMENTA, 21 C64 4470-005 MAIA PORTUGAL
Telephone	+351 911 803 263
Fax	-
E-mail address	<u>marlenevilela@hotmail.com</u> <u>marlenevilela1980@gmail.com</u>
Website	<u>http://www.proz.com/profile/786251</u> <u>pt.linkedin.com/in/marlenevilela/en</u>
Nationality	Portuguese
Date of birth	20/03/1980

WORK EXPERIENCE

Dates (from – to)	2008 (Jan.) –
Function	Full-Time Freelance Translator and Proofreader
Main duties and responsibilities	Translation of technical texts from English, German and Spanish to Portuguese Proofreading and DTP Fields of expertise: <ul style="list-style-type: none">- IT Software Localization (ZOHO Business App) - approx. 300,000 words translated- Engineering (Technical, Building Materials, Industrial Machines, Construction Machines, Agricultural Machines, Mechanical Tools, Electric Tools, Hand Tools, Tool Operation Manuals for Caterpillar. I recently took part on a 3 months translation project for Hahn & Kolb (DE-PT), translating various catalogues of industrial products from several suppliers (including metal cutting tools, measurement tools, testing equipment, electric tools, workshop tools, cranes and lifting equipment, etc.)- Electronics (Ongoing translation of Premier Farnell's online product catalogues, including microprocessors, cable & wire, automation & process control, test & measurement equipment, semiconductors, sensors & transducers, switches & relays, optoelectronics, connectors, circuit breakers) - approx. 100,000 words translated- Automotive Industry (Service Manuals for SEAT, Workshop Manuals of FUEL INJECTION PUMPS for Delphie, Service Manuals for Audi)- User's Manuals (Technical Tools, Industrial Machines, Home Appliances)- Legal (Contract Agreements, Tenancy agreements, Terms and Conditions, Privacy Policies, Company Mission Statements)- Finance, Economics, Insurance (Insurance Letters for Swiss Re, News articles on recession for CREDIT SUISSE, Financial trends reports)- Marketing<ul style="list-style-type: none">- General Letters, Newsletters, FAQ's, Lectures, Press Releases- Tourism (Hotel websites T&C (e.g. Starwood)- Medicine, Clinical Trial Tests, Ecotoxicity studies- Medical Equipment (Medical Imaging, Dentistry)- Chemistry MSDS- Annual reports- Translation of TV shows, cartoons (SDI Media Group)- Cooking (Recipes)
Dates (from – to)	2007 (Aug.) – 2008 (Jan.)
Company name and address	Translation company in Vila Nova de Gaia
Function	Full-Time In-House Translator
Main duties and responsibilities	Translation of technical texts from German and English to Portuguese <ul style="list-style-type: none">- Technical manuals (machines, domestic appliances, toys)- IT (manuals, marketing – Sony catalogue)- Law (contracts, agreements)- Automotive industry (Audi, Seat)- Medical - General (GE Healthcare – Software application for diagnostic workflow imaging)- Glossaries
Dates (from – to)	2006 (Apr.) – 2007 (July)
Company name and address	Viapre – Vistoria e Avaliação de Prejuízos Rua João Andresen, 72 4250-242 Porto
Function	Insurance Claims Manager
Main duties and responsibilities	Opening and Closing of Insurance Claims Processes Answering Phone Calls Elaborating weekly and monthly statistics maps Proofreading and review of loss adjusting reports Claims Management (Transportation of Goods Policies) Quality Manager (ISO 9001:2000 Quality Management System)
Dates (from – to)	2005 (Sept.) –
Function	Freelance Translator
Main duties and responsibilities	Translation of film scripts, cartoons Translation of Marketing, IT, Mechanical Engineering, Insurance texts, Food and Drink, Games, Learning Contents, History. Transcription Proofreading

Dates (from – to)	2004 (Jan.) – 2004 (Jun.)
Company name and address	AIMMAP – Associação dos Industriais Metalúrgicos, Metalomecânicos e Afins de Portugal Rua dos Plátanos, 197 4100-414 Porto
Function	Trainee Translator
Main duties and responsibilities	Translation of technical texts (English < > Portuguese) in the following fields: <u>Metalworking, Mechanical Engineering</u> - Lists of industrial products - Nomenclature of woodworking machines and tools - Glossary of gears and transmission elements Translation of general language texts (English < > Portuguese) Proofreading Writing of journalistic texts

EDUCATION

Dates (from – to)	1998/1999 – 2003/2004
Name and type of teaching institution	Faculty of Arts of the University of Oporto (FLUP)
Main subjects/professional skills	Translation of general and technical language Elaboration of specialized bilingual glossaries Subtitling
Course designation	Modern Languages and Literatures – English and German – Translation Studies (EN < > PT)
Participation in seminars, conferences, professional training	- <i>V Seminário de Tradução Científica e Técnica – Novos Empregos para os Tradutores</i> , Faculty of Arts of the University of Oporto, 18-19 November 2002 - <i>O Mercado de Tradução em Portugal (The Translation Market in Portugal)</i> , Instituto Superior de Serviço Social do Porto, 18 December 2004 - <i>Técnicas de Pesquisa em Tradução Técnica (Search Techniques in Technical Translation)</i> , Instituto Superior de Serviço Social do Porto, 18 December 2004 - <i>Interpretation of ISO Standard</i> , AEP, 03 and 04 April 2007 - <i>Occupational Health and Safety</i> , Medilogics, 28 November 2007 - <i>Spanish Language Course – Basic Level</i> , Centro de Estudos de Espanhol, 21 February – 21 May 2008

PERSONAL SKILLS

MOTHER TONGUE **PORTUGUESE**

OTHER LANGUAGES

	ENGLISH / GERMAN / SPANISH
• Written comprehension	Very good / Good / Good
• Written expression	Very good / Good / Basic
• Oral expression	Very good / Good / Basic

SOCIAL SKILLS

Excellent interpersonal relationship
Communicative
Team work skills

ORGANIZATION SKILLS

Excellent organization skills
Good skills in project management

TECHNICAL SKILLS

Computer skills (MS Word, Excel, Powerpoint)
Machine Translation Tools (good knowledge of Trados Studio, SDLX, Transit and Across)
Subtitling software (DST - DivX Subtitle Tool)
Corel Draw, Photoshop, InDesign, Acrobat Reader, Pagemaker, Illustrator (good knowledge)
Internet

ARTISTIC SKILLS

Publication of a poetry book, *Azul*, Corpos Editora, 2003.

HOBBIES AND INTERESTS

Reading, writing poetry, listening to music, languages and cultures, music, travelling, international cuisine, fitness, well-being, meditation