



# Martha Schwan

**Job intention: Translator/Editor**

Mobile: +55 (33) 99138-6613 | Web:

<http://www.proz.com/translator/869135>

Address: Rua São Lucas, 287 – Vila Mariana/Gov. Valadares – Minas Gerais

## Education

**Queen's University (Kingston, Canada)**

**English Literature**

**September 1996 – Sept. 2000**

- Literature, drama and origin;
- Foundations of language;
- Writing and the environment;
- Literature in the world.

## Experience

**Home Office - Present**

**Freelance Translator/Proofreader**

- English into Portuguese, Spanish into Portuguese/English, French into English/Portuguese;

**2022 - Present**

**Global Translation and Interpreter**

**Translator**

- Translate and review job requests from the client;
- Reviewing and translating files, especially manuals, vital records, legal documents and general subjects;

**05/2023 – Present**

**Accentix Ltd (Nicosia, Cyprus)**

**Translator**

- Translate and proofread job requests in a variety of fields, currently legal documents, energy bills, employment records, school transcripts, diplomas from English into European Portuguese;

## Activities

- **Management:** tracking results, ability to solve problems, focus on results, quality management services;
- **Technical:** fluent in English and Spanish, Portuguese mother tongue, sound research skills, best practice translation and review processes, Microsoft Office skills and in-depth cultural knowledge
- **Research:** keen research skills that keep me up to date on the latest techniques and practices in the industry.

## Languages

- English (fluent);
- Spanish Latin (fluent);
- Brazilian Portuguese (mother tongue)

## Contact

- **E-mail:** schwann55@gmail.com
- **Professional profile page:** <http://www.proz.com/translator> - schwann.translatorscafe.com

## **Expertise**

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*Information technology (IT), manuals, patents, marketing, research, finance, animal sciences, brochures, forms, vital records, marketing research, biology, pharmaceuticals, criminology, ecology, education, geography, health, medicine (general), psychology, toxicology, molecular biology, oceanography, taxation, veterinary and dentistry (all fields).*

## **Others**

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*Currently working as a translator/technical and professional field from English into Portuguese BR; Spanish into Portuguese BR/EU; Spanish into English/Portuguese and Portuguese into English.  
Expert with document formatting.*