

Elsa Filipa Xavier Pereira

Nationality: Portuguese 📞 (+351) 918724169 **Date of birth:** 02/01/1975 **Gender:** Female

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WORK EXPERIENCE

Senior Project Manager

Janela das Palavras, Lda [2018 – Current]

Country: Portugal

- Management of translation projects
- Creation of a customer and supplier database
- Preparation of jobs to be sent to translators, creation of PO, reception and final verification
- Client invoicing
- Prospecting new clients
- Translator and Project Manager
- Management of the translation office
- Market research and contact with potential clients
- Development of marketing strategies to attract new customers

Freelance Translator

Freelancer [1996 – Current]

Country: Portugal

Proven experience in various areas and references in translation, proofreading and editing for translation agencies

translation agencies and final clients, in the areas of:

- Social sciences,
- Technology and engineering (internet, software, computer games, applications for mobile devices, instruction manuals, automotive manuals and machinery);
- Sports and leisure hotels, travel, tour guides, etc) ;
- Fashion and clothing;
- Medicine and medical devices;
- Legal and business (audit reports, reports and accounts, etc)
- Government documents (reports, contracts, forms, ...)

Assistant Director

Lista de Conquistas, Lda [2015 – 2018]

Country: Portugal

- Management assistant with organisational responsibility:
- Invoice creation,
- Customer contacts,
- Preparation of orders
- Processing of shipping documents by land and sea.

Executive Assistant / Oficial Translator

Grupo Verano, S.A. [2013 – 2015]

Country: Portugal

- Executive assistant for a group of 8 companies
- Preparation of business trips and participation in the trips as an interpreter

- Translation of all company documents including legal documentation (contracts, SPAs, SCOs, FCOs)
- Meetings with clients, suppliers and foreign contacts in Europe and Africa.
- Development of investment studies.
- Assistance in the design and development and maintenance of the company's website.
- Executive and administrative support of the 8 group companies.
- Preparation of company presentations, company profile, product and investment presentations.
- Export support in several areas.

Product Manager / Foreign Language Correspondent

PMH - Produtos Médico Hospitalares, S.A. [2004 – 2008]

Country: Portugal

- Responsible for all technical translations of quality-related documents, commercial documentation
- instructions for use and general documentation.
- Product study and management, preparation and implementation of annual Marketing plan.
- Participation in the preparation process for quality certification (ISO 9001:2000, ISO 13485:2003, Directive 93/42/EEC)
- Support in the preparation of quality management manuals

EDUCATION AND TRAINING

Degree in Translators and Interpreters

Universidade Autónoma de Lisboa [1994 – 1998]

Address: Lisbon (Portugal)

Diplôme Pratique de la Langue Française

Alliance Française [1997 – 1998]

Address: Lisbon (Portugal)

Profissional training in Creating contents for E-learning

Evolui.com [2009 – 2009]

Address: (Portugal)

Profissional training in workshop for E-trainers

Evolui.com [2009 – 2009]

Address: (Portugal)

Professional training in Training Management

Evolui.com [2009 – 2009]

Address: (Portugal)

Professional training in open and distance education

Evolui.com [2009 – 2009]

Address: (Portugal)

ISO 9001 :2000 and ISO 13485 :2003 quality training

PMH and SGS [2005 – 2008]

Address: (Portugal)

LANGUAGE SKILLS

Mother tongue(s): **Portuguese**

Other language(s):

English

LISTENING C2 READING C2 WRITING C1

SPOKEN PRODUCTION C1 SPOKEN INTERACTION C1

French

LISTENING C2 READING C2 WRITING C2

SPOKEN PRODUCTION C2 SPOKEN INTERACTION C2

Spanish

LISTENING C1 READING C1 WRITING B1

SPOKEN PRODUCTION B2 SPOKEN INTERACTION B2

DIGITAL SKILLS

My Digital Skills

Microsoft Office (Microsoft Word Microsoft PowerPoint Microsoft Excel Microsoft Publisher) / Project Management software / Zoom / Organizational and planning skills / Google Drive / Outlook / Online Invoicing Software