



## Curriculum Vitae

### Personal information

First name / Surname(s)

Address

Mobile Phone

E-mail

Nationality

Date of birth

**CÉLIA DO CARMO FERREIRA NEVES**

Rua do Centro Republicano, n.º 131 A - 2.º, 2300-359 Tomar - Portugal

+ 351 91 6012608

[celianeves@gmail.com](mailto:celianeves@gmail.com)

**Portuguese**

**31<sup>st</sup> March 1973**

### Desired employment / Occupational field

**Translation / Localisation / Proofreading**

### Work experience

Dates

Occupation or position held

Main activities and responsibilities

Dates

Occupation or position held

Main activities and responsibilities

Name and address of employer

Type of business or sector

Dates

Occupation or position held

Main activities and responsibilities

Name and address of employer

Type of business or sector

From 2011 until now

Freelance translator for several companies, including Cision, D-Mail, Glossarium, Tetraepik, TradExpert, and Traductanet.

Translation of User Guides;  
Translation of technical texts.

From January 2007 until January 2011

Translator and project manager

Translation of IT guides. Examples: *i2 Analyst's Notebook*, *i2 iBase*, *i2 iBridge*, *i2 TextChart*.  
Project management.  
*i2 Ltd* localisation

Tempo Real Tecnologias de Informação  
Rua General Venâncio Flores, 171 - Leblon  
22441-090 Rio de Janeiro, RJ  
Brasil

IT

From September 2004 to December 2006

Translator

Translation of IT guides.  
Localisation.

Tempo Real, Lda. – Tecnologias de Informação  
Av. Duque d'Ávila, n.º 66 – 3.º e 4.º  
1050-083 Lisboa  
Portugal

IT

Dates	From May 2003 to November 2003
Occupation or position held	Receptionist
Main activities and responsibilities	Sorting and handling mail, and answering incomings calls in several languages (Portuguese, French, English and Spanish).
Name and address of employer	Hotel Santa Cecília Rua Francisco Marto, n.º 2 2495-448 Fátima
Type of business or sector	Hotel industry

Dates	August 2001 to April 2003
Occupation or position held	Freelance translator
Main activities and responsibilities	Technical translations in several areas
Type of business or sector	Translation

Dates	February 2001 to August 2001 and September 1998 to June 2000
Occupation or position held	Secretary
Main activities and responsibilities	Administrative duties
Name and address of employer	Ruarcos, Sociedade Tomarense de Edificações, Lda. Rua dos Arcos, n.º 45 – B 2300-574 Tomar Portugal
Type of business or sector	Construction

Dates	September 2000 to December 2000
Occupation or position held	English and French teacher
Main activities and responsibilities	Teaching
Name and address of employer	Escola Secundária/3 de Oliveira do Hospital Apartado 147 3404-957 Oliveira do Hospital Portugal
Type of business or sector	Teaching establishment

Dates	January to June 1998
Occupation or position held	Portuguese assistant
Main activities and responsibilities	Teaching Portuguese
Name and address of employer	Lycée Louis Pasteur 24, Rue Humman 67085 Strasbourg France
Type of business or sector	Teaching establishment

## Education and training

Dates	8 <sup>th</sup> November 2008
Title of qualification awarded	Workshop in video game translation (6 hours)
Principal subjects/occupational skills covered	Video game translation
Name and type of organisation providing education and training	Traduforma, Formação e Traduções, Lda. (Training and translations)

**Dates** 22<sup>th</sup> February to 10<sup>th</sup> May 2008

**Title of qualification awarded** Audiovisual subtitling course (88 hours)

**Principal subjects/occupational skills covered** Movie, documentary and serial subtitling; Voiceover; Subtitling for the deaf and hard-of-hearing.

**Name and type of organisation providing education and training** Traduforma, Formação e Traduções, Lda. (Training and translations)

**Dates** September 1998

**Title of qualification awarded** BA in Modern Languages and Literature, French and English Studies

**Name and type of organisation providing education and training** Faculty of Arts & Humanities of the University of Coimbra, Portugal

**Dates** September 1994 to June 1995

**Title of qualification awarded** ERASMUS student

**Principal subjects/occupational skills covered** Third year of faculty as an ERASMUS student in Northern Ireland.

**Name and type of organisation providing education and training** Queen's University of Belfast, Northern Ireland

### Personal skills and competences

**Mother tongue** Portuguese

**Other languages**

**Self-assessment**

*European level (\*)*

**English**

**French**

Understanding				Speaking				Writing	
Listening		Reading		Spoken interaction		Spoken production			
C1	Proficient user	C1	Proficient user	B2	Independent user	B2	Independent user	B2	Independent user
B1	Independent user	C1	Proficient user	B1	Independent user	B1	Independent user	B1	Independent user

(\*) [Common European Framework of Reference for Languages](#)

**Organisational skills and competences**

Excellent organisation, communication and tutoring skills acquired as an in-house translator, freelance translator and project manager  
Deadline compliance

**Computer skills and competences**

Microsoft Office 2007, SDL Trados Studio (2017), Wordfast 3 Professional, MemoQ 6.2, Microsoft Leaf, Idiom, Transit NXT and Xbench.

**Driving licence**

Driving License for passenger cars.