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Date of Birth: 13/12/1959

I am a freelance translator since 1991 and my expertise fields include Finance, Law, Legal, Technical / Engineering, Human Resources, IT (hardware and software) and Telecommunications.

I have also been working since March 2008 as a freelance internet rater with Lionbridge Technologies, focused on improving the quality of internet user experience and search capability.

I joined an international executive search company in April 1992, as a project manager and researcher, involved with recruitment and selection processes until March 2007, when the company closed down, due to financial and market restraints. Previously, I worked as a secretary with KPMG Peat Marwick between 1984 and 1991.

Professional Experience in translation

Freelancer (since 1991)

Procter & Gamble, Cintra Tradutores, Forever Living Products, HeroCraft and Centro Português de Fundações (Calouste Gulbenkian Foundation) are among the companies I work for as a freelance translator. While at KPMG Peat Marwick, between 1984 and 1991, I was also involved with translation and backtranslation of audit and consultancy reports, as well as of several investment projects, under EC structural funds.

Main areas of translation expertise:

- Finance & Economics
- Law & Legal
- Technical / Engineering
- Human Resources
- IT (hardware and software) and Telecommunications
- Marketing & Advertising

Language pairs:

- English > Portuguese
 - French > Portuguese
 - Spanish > Portuguese
 - Portuguese > English
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Professional Experience

Project Manager & Researcher at MASTERS & ASSOCIATES.

(April, 1992 to March, 2007)

Involved with recruitment processes for both emerging and established companies within the IT and Telecommunications sectors, including the following tasks:

- Definition of the candidates' profile, in accordance with the job analysis, together with the client;
- Identification, research and interview of the prospective candidates, meeting the required profile and skills;
- Presentation of the shortlist;
- Follow-up, upon conclusion of the recruitment process, of both the candidate and the client.
- Responsible for providing operational, budgetary and administrative support on all projects to ensure the smooth running of each and every assignment.

Personal Assistant to the Senior Partner at KPMG PEAT MARWICK.

(1984 to 1991)

Secretary to the Security Office at PRESIDENCY OF THE CABINET OF MINISTERS, under the 17th Exhibition of Arts, Sciences and Culture.

(1982 to 1983)

High School English Teacher.

(1981 to 1982)

Education and Training

Degree in Modern Languages and Literatures (English and German Studies), at *Faculdade de Letras*, Lisbon University, (1981).

Several training courses: Human Resources, including Research Management Techniques and Interview Skills, held in London, at Ogilvie & Associates.

Change Management Course, at IEFP, September 2007 to March 2008.

Languages

English (fluent), French, Spanish, Italian and German.

Additional Information

Cinema, reading, travelling and footing.