**CURRICULUM VITAE**

 **Elizabete Pires Freitas**

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| desired position |  |

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| **Bilingual Technical Translator & Language Specialist****Portuguese & English**  |

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| ProfEssional experience  |  |

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| **Content Reviewer****Tech Firefly** January 2021 – present* Provide Portuguese translation, localization and content review expertise
* Ensure logical and meaningful review of Ad/URL content as per policy guidelines
* Deliver high-quality content review consistently and accurately
* Review, maintain and curate data
* Proofread, review and edit documents for accurate use of grammar and content
* Review and rate Ads for European Portuguese and Brazilian Portuguese markets while working with English and Spanish content as well
* Function as a subject matter expert, advising and assisting the team about the guidelines, policies, processes and other inquiries
* Assist with training and development for the EU team by performing shadowing and reverse shadowing sessions to prepare new members for production

**Bilingual Technical Translator****Freelancer** January 2010 – presentTechnical translation, proofreading, postediting, subtitling and transcription services for several different clients and translation agencies based in Portugal, France, the UK and the USA. **Language Specialist / Localization Professional / Translator** **ALERT Life Sciences Computing, S.A.**January 2007 – January 2010* Multilingual clinical content management for ALERT® suite of clinical software solutions at user experience level (graphic user interface and help texts) as well as related technical documentation
* Software localization, linguistic testing and quality assurance
* Highly technical and semi-technical translations from and into English
* Proofing of product brochures, company presentations and other marketing materials
* Translation and proofreading of institutional and corporate literature, administrative documents, press releases and web content
* Creation and maintenance of terminological databases and glossaries in the fields of Medicine and Pharmaceuticals
* Review of The International Classification of Diseases, 9th revision, Clinical Modification (Portuguese version)
* Technical writing, editing and review of user manuals for different ALERT® software products and several user profiles
* Working as consultant to the Language Department and all other corporate departments providing input and comments on any language-related issue
* Support to Sales Managers in the promotion of ALERT® clinical solutions at international level
* Participation in International Healthcare IT Conferences and Exhibitions

**Administrative Assistant / Translator****International Office (GaPro)****Faculty of Arts of the University of Porto (FLUP)**January 2005 – January 2007* Web content editing, translation and proofreading
* Translation of research and scientific documentation
* Administrative and technical support to the International Office in organizing information and preparing applications within the framework of programs funded by the European Union, also promoting the participation of Language Departments and Research & Development Units in international cooperation and mobility programs
* Support and guidance to incoming ERASMUS students regarding application procedures, accommodation, language courses, etc.
* Organization and maintenance of databases and dossiers concerning outgoing ERASMUS students

**Trainee Translator (Internship)****International Office (GaPro)****Faculty of Arts of the University of Porto (FLUP)**July 2004 – December 2004 In-house translator (6-month traineeship) responsible for translating into English and updating/editing/proofreading institutional data available on the faculty website, including Rules & Regulations, course syllabi, description of degrees, etc.  |

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| education and training  |  |

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| **Postgraduate Degree in Audio-Visual Translation****Higher Education Institute for Business and Administration (ISAG)**October 2009 – July 2010Theory and practice of audio and visual translation (subtitling, dubbing, voice-over and transcription) **TILP Certified Localisation Professional (CLP)The Institute of Localisation Professionals (TILP)**July 2008Training sessions and assessments on software localization tools: Alchemy CATALYST, SDL PassoloTopics covered: Project Setup, Project Analysis & Reporting, Reusing Translations, Localization QA, Localization Engineering, Project Preparation and Management, Internationalization and TranslationOverview of CAT tools and SDL TradosTILP CLP exam**Undergraduate Degree in Modern Languages and Literature – Portuguese and English Studies (Specialization in Translation)****Faculty of Arts of the University of Porto (FLUP)**2005 (year of completion)Main fields of study: Portuguese and English Languages, History and Culture (including North-American Studies), Literary Studies and LinguisticsSpecialization in Translation: Information Technology Applied to Translation, Introduction to Translation Studies, Contrastive Analysis, English-Portuguese Translation and Portuguese-English Translation |

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| other skills and Competencies |  |

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| Perfectly bilingual (English & Portuguese)Experienced professional language specialist with solid qualifications and a comprehensive skill-set underpinned by work experience in environments demanding self-motivation and a focused approach Extremely detail-oriented, proactive and dynamic with solid organizational skills and the ability to multitaskSkilled project manager who co-ordinates resources effectively, both human and material, to comply with stringent deadlinesA committed team player with leadership ability, who uses high standards of communication skills to establish positive interpersonal relationshipsExperience working in a European and international dimensionExtensive in-house experience combined with wide translation experience in several different fields working as a freelancerOffers speed, professionalism and accuracyExcellent command of Microsoft Office tools (Word, Excel and PowerPoint)Experienced user of FrontPage, FreeHand, Poliscript 3000, Spot, Aegisub and Subtitle EditCurrent user of SDL TradosStudied French, Italian and Dutch, with good knowledge of Spanish  |

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| References |  | Aurora PeixotoTechnical WriterCritical ManufacturingPhone: (+351) 966583496Carla AugustoInternational Office (GaPro)Faculty of Arts of the University of Porto (FLUP)Office: (+351) 226077140Mobile: (+351) 966203837E-mail: caugusto@letras.up.pt |
| additonal information |  | Copies of certificates, recommendation letters and proof of work available upon request.  |