

PERSONAL INFORMATION

Luísa Pires



 Aveiro, Portugal

 luisa_pires@hotmail.com

Sex female | Date of birth 10/01/1973 | Nationality Portuguese

JOB APPLIED FOR

English to Portuguese (European) Translator/ proofreader

PERSONAL STATEMENT

A highly motivated translator/linguist, with exceptional organizational and communication skills, willing to work in different language areas.

WORK EXPERIENCE

from 1995 - to present

High School foreign language TEACHER (Portuguese state schools) – children, teenagers and adults
 English and German lessons
 Teacher librarian
 Ministry of Education (Portugal)
 Business/ Sector: Education

from 2016 - to present

Registered TRAINER with the number CCPFC/RFO-15786/03
 Freelance **TRANSLATOR/ PROOFREADER** (websites, support forms, customer support services, videos, articles)

EDUCATION AND TRAINING

From Apr. 2018 to Jun. 2018

Course “Working with translation: Theory and Practice”
<https://www.futurelearn.com/certificates/66j7abl>
 Cardiff University, Wales

From Oct. 2017 to March. 2018

Course “Translation and Linguistic Information Technologies”
 Translation, Computer translation, Automatic translation
 University of Lisbon (Faculty of Arts) and Camões Institute, Portugal

From Sept. 2010 to July 2011

Post Graduate specialisation in Management and School Libraries EFQ Level 7
 Management and Organization of Information, Librarianship, Literature for children and youth, ICT
 Open University (Lisbon, Portugal)

From Oct. 1998 to May 2001

Master’s degree in English Literature EFQ Level 7
 Fictional English Literature, Non-fictional English Literature, Cinema and Literature
 University of Coimbra (Faculty of Arts), Portugal

From Oct. 1991 to July 1995

University degree in Modern Languages and Literature (English and German) EFQ Level 6
 English, German, English Literature, German Literature, North-American Literature, Linguistic
 Studies, English Culture, German Culture
 University of Coimbra (Faculty of Arts), Portugal

PERSONAL SKILLS

Mother tongue(s) Portuguese

Other language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C2	C2	C2	C2	C2
University degree					
German	B1	C1	B2	B2	C1
University degree					
French	C1	C1	B2	B2	B2

Levels: A1/A2: Basic user - B1/B2: Independent user - C1/C2 Proficient user
[Common European Framework of Reference for Languages](#)

Communication skills

Great social and communication skills gained through work and school experience; ability to adapt easily to different work groups developed as a school teacher.

Organisational / managerial skills

Exceptional organizational skills and innate sense of responsibility to fulfil tasks, respect schedules and deadlines.

Job-related skills

Prepare and implement learning activities; Practise of quality control and management processes, specially as a teacher librarian responsible for school libraries; Correct and edit texts; Exceptional translation and linguistic skills

Digital competence

SELF-ASSESSMENT				
Information processing	Communication	Content creation	Safety	Problem solving
Proficient	Proficient	Independent	Independent	Independent

Levels: Basic user - Independent user - Proficient user
[Digital competences - Self-assessment grid](#)

Digital Competence Certificate (Ministry of Education – Portugal)

Good command of office suite (word processor, spread sheet, presentation software)

Other skills

Interested in design, decoration, travelling, cinema, TV series, reading and meeting people. General knowledge of online marketing (Certificate “The Online Marketing Fundamentals”, issued by Google). Several Microsoft qualifications.

ADDITIONAL INFORMATION

Publications

Thesis on post colonial literature – *Images of postcolonial India: journeys in search of identity – the cases of V.S. Naipaul and William Dalrymple*

Driving license

Volunteer online tutor for Invictus Institute