

## PERSONAL INFORMATION



## Nuno (César Costa Fernandes) COUTO

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Sex Male | Date of birth 12/04/1976 | Nationality Portuguese

## POSITION

Translator / Editor / Proofreader (EN/FR/SP>PT)

## WORK EXPERIENCE

March 2015 – Present

### Freelance Translator

#### AREAS OF EXPERTISE:

- Advertising & Marketing – press releases, sales flyers, magazine articles, multimedia presentations
- Computer Science & IT – user manuals and training manuals, websites, newsletters and e-mails
- Legal & Financial (general) – contracts, tender documents, annual reports and accounts
- Technical – machinery and equipment, construction, civil engineering, transport, oil and gas
- Environment & Ecology – development reports, environmental impact reports
- Travel & Tourism – Portuguese and foreign culture and history, gastronomy, oenology
- Academic papers and articles – especially patents, medical devices and psychology

Business or sector Freelance

May 1999 – March 2015

### Project Manager

FocusWare – Traduções e Relações Internacionais, Lda.  
 Av. Boavista, 970 – 5.º A – 4100-112 Porto – Portugal

- Analysis and preparation of files for translation, including preliminary and validated glossaries, TMs, terminology bases and all other relevant reference material
- Liaising with clients to validate preliminary glossaries, specific instructions, queries and other linguistic issues
- Creation of Portuguese style guides for several long-term projects/clients
- Responsible for all aspects of pricing, quoting and invoicing
- Development of several CAT strategies to the benefit of direct clients and their customers

Business or sector Translation agency

May 1999 – March 2015

### Translator/Editor/Proofreader

FocusWare – Traduções e Relações Internacionais, Lda.  
Av. Boavista, 970 – 5.º A – 4100-112 Porto – Portugal

- Translation of all types of documents (EN>PT / FR>PT)
- Editing, proofreading and QA of all types of deliverables
- Lead translator and QA liaison for a top mobile company, which involved several week-long trips to Scandinavia for *LINGUISTIC VALIDATION* of all localized deliverables – software strings, user manual, quick guide – over a period of 4 years (2001–2004)
- Translation, editing and proofreading of “how-to” sheets for Portuguese staff of a leading UK food products manufacturer – Volume: > 300,000 words in 5 months (*CAT: Wordfast for Windows*)
- Translation, editing and proofreading of user manuals for a leading Belgium harvesting/leisure equipment manufacturer – Volume: over 300,000 words (*CAT: SDLX 2004/2005*)

**Business or sector** Translation agency

July 1994 – April 1999

### Junior Translator/Project Manager

Francisco Orlando Couto – Sworn Translator  
Rua de Cinco de Outubro, 347 – 5.º – 4100-175 Porto – Portugal

- Development of a CAT strategy to improve the overall quality and consistency of large projects, which lead to an increase of 300% in revenue
- Lead translator for 6 user manuals of a top car manufacturer, including DTP (scanning, insertion and technical translation of around 1,000 pictures per manual) and type-setting of the final deliverable according to strict quality requirements
- Translation of all types of documents (EN>PT)

**Business or sector** Translation bureau (single ownership)

## EDUCATION AND TRAINING

September 1997 – May 1999

### Completion of the 2<sup>nd</sup> year of the 3-year program – Professional Course – Level III

EPCE – Escola Profissional de Comércio Externo

- Course encompassing classes in Accountancy & Communication

September 1991 – June 1993

### High school diploma

Escola Secundária Rodrigues de Freitas

- Health & Human Sciences

## PERSONAL SKILLS

**Mother tongue(s)**

Portuguese

Other language(s)	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C2	C2	B1	B2	C1
French	B1	C2	A1	A1	A2
Spanish	B1	C2	A1	A1	A2

Levels: A1/2: Basic user - B1/2: Independent user - C1/2 Proficient user  
Common European Framework of Reference for Languages

**Communication skills** ▪ Good communication skills acquired through my experience as Project Manager in a multilingual work setting

**Organizational/managerial skills** ▪ Good leadership, organization and teamwork skills (*as Project Manager, I was responsible for an in-house team of highly skilled language professionals*)

**Job-related skills** ▪ Good command of quality control & quality assurance processes and practices  
▪ Excellent knowledge of the Portuguese language (*including its intricacies and pitfalls*)  
▪ A trained eye for details (*errors, mistakes, misplacements, mistranslations*)

**Computer skills** Highly proficient in:  
▪ Microsoft Office – Word/Excel/PowerPoint – 97/2003, 2007, 2010  
▪ SDL Trados Studio 2011 / 2009  
▪ SDL 2006 Professional  
▪ Wordbee  
▪ Worfast Professional  
▪ Verifika

**Other skills** ▪ Amateur fictional writer (short stories, novels and some poetry)  
▪ Cooking *aficionado*

**Driving license** ▪ Category B

## ADDITIONAL INFORMATION

**Honors and awards** ▪ “Best Student of the Year” across all classes (EPCE, 1997)

**References** *References available upon request*

## CERTIFICATES

- Certificate of Master MS Word Power User (Brainbench, 2000)
- Certificate of “Best Student of the Year” (EPCE, 1997)