



Europass Curriculum Vitae



Personal information

First name(s) / Surname(s) **Sílvia Carina Ferreira Mira**
E-mail cloud9@vodafone.pt (Skypename: sil.mira)
Nationality Portuguese (Mother tongue: European Portuguese)
Date of birth 17th May 1981
Gender Female

Work experience

Dates	ongoing
Occupation or position held	Translation and proofreading – Pro-bono
Main activities and responsibilities	Translation from English to Portuguese and proofreading of some chapters of the filo-fiction e-book "The legend" available at www.alexmero.com .
Name and address of employer	Alex Mero
Type of business or sector	Independent Writer
Dates	April – May 2010
Occupation or position held	Website translation – Pro-bono
Main activities and responsibilities	Translation of webpage content for an Association from Portuguese into English - including all documents related to membership, internal elections and internal regulations. http://www.uc.pt/org/riu
Name and address of employer	RIU - Associação de Profissionais de Relações Internacionais de Instituições de Ensino Superior Portuguesas
Type of business or sector	Professionals Association
Dates	January 2007 – September 2009
Occupation or position held	Commercial, Technical and Logistics Coordination
Main activities and responsibilities	Planning and coordination of the work from quotation to delivery of the finished product. Assuring communication between customers and suppliers. Negotiation of transport fees and purchase of raw materials and accessories. Translation of e-mails, quotation requests and detailed specification documents (mainly from English to Portuguese, but also some from German to Portuguese).
Name and address of employer	JR Moldes, Lda., Marinha Grande, Portugal (same group as Rodmolde, Lda – see bellow)
Type of business or sector	Moulds for the Plastic Industry
Dates	April 2006 – December 2006
Occupation or position held	Commercial, Technical and Logistics Coordination (Professional Traineeship)
Main activities and responsibilities	Planning and coordination of the work from quotation to delivery of the finished product. Assuring communication between customers and suppliers. Negotiation of transport fees and purchase of raw materials and accessories. Translation of e-mails, quotation requests and detailed specification documents (mainly from English to Portuguese, but also some from German to Portuguese).
Name and address of employer	Rodmolde, Lda., Marinha Grande, Portugal
Type of business or sector	Moulds for the Plastic Industry

Dates February 2005 – May 2005
 Occupation or position held English Teacher (substitute) – Children between 4 and 7 years old
 Main activities and responsibilities Teaching English to small children as a school complementary activity
 Name and address of employer Eurolínguas, Leiria, Portugal
 Type of business or sector Language school

Education and training

Dates October 2009 – ongoing
 Title of qualification awarded Masters Degree in Translation (English / French / Portuguese)
 Principal subjects/occupational skills covered Translation practice from both English and French into Portuguese and from Portuguese into both English and French. Specialized translation from English and French into Portuguese (Biomedic, Law, etc.). Computer practice applied to translation (Wordfast, Plustools, SDL Trados 2009, Multiterm, Antconc and some short practice with DivXLand Media Subtitled). Translation theory. Introduction to interpretation.
 Name and type of organisation providing education and training Faculdade de Letras da Universidade de Coimbra, Coimbra, Portugal

Dates July 2010
 Title of qualification awarded Intensive Course in Audiovisual Translation
 Principal subjects/occupational skills covered Theory and practice of Audiovisual Translation – including Subtitling, SDH (Subtitling for the Deaf and Hard of Hearing), Dubbing, Audiodescription for film, Audiodescription for Museums, Accessibility. Introduction and practice with the subtitling software WinCaps.
 Name and type of organisation providing education and training Imperial College, London, United Kingdom

Dates September 1999 – January 2004
 Title of qualification awarded License degree in International Relations
 Principal subjects/occupational skills covered International Organizations. International Economy. International Law. Asylum and Refugees. Geopolitics and geostrategic view of international conflicts. External politics.
 Name and type of organisation providing education and training Faculdade de Economia da Universidade de Coimbra, Coimbra, Portugal

Personal skills and competences

Mother tongue(s) **Portuguese**

Translation – Work languages **English > Portuguese, French > Portuguese and Portuguese > English**

Other language(s) Self-assessment

		Understanding		Speaking				Writing		
		Listening	Reading	Spoken interaction		Spoken production				
English	C1	Proficient User	C2	Proficient User	C1	Proficient User	C1	Proficient User	C2	Proficient User
	Certificate of Proficiency in English (2004 – Cambridge ESOL)									
French	C1	Proficient User	C1	Proficient User	B2	Independent User	B2	Independent User	C1	Proficient User
	Diplome d'Études en Langue Française (2004 – Alliance Française)									
German	A1	Basic User	A2	Basic User	A1	Basic User	A1	Basic User	A2	Basic User
	Spanish	A2	Basic User	A2	Basic User	A2	Basic User	A2	Basic User	A2

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

Social skills and competences	I have been a sports coach (artistic roller skating) for one season – children between 3 to 17 years old – and have dealt with parents and relatives regarding all subjects during the season (including their children's social and school aptitudes).
Organisational skills and competences	During my employment in Rodmolde and JR Moldes, I have had important responsibilities regarding the organisation of the work and functioning of the production process – for example, distribution of the work between the technicians and regular reports to the customers.
Technical skills and competences	Experience in the area of Plastic Injection Moulding (production of moulds and injection of plastic parts).
Computer skills and competences	MS-Dos, Windows, Word, Excel, PowerPoint, Access, Outlook, Internet Explorer, Autocad, Solidworks, VX, SDL Trados 2009, Multiterm, Wordfast, Plustools and short practice with DivXLand Media Subtitler
Driving licence	Portuguese drivers license – category B
Additional information	<p>PERSONAL INTERESTS</p> <p>Enjoy all sports, particularly artistic (roller) skating. Practiced it for 17 years and was a coach for 1 season. Love to travel and experience different cultures. Books and Movies of all genres. Computers, consoles and games (Playstation, Wii).</p>