











António Saraiva

CONTACT

-  Rua Antônio Ruiz Veiga, 110, Lote 18, AP 903
-  +5533998164840
-  mongiardimsaraiva@gmail.com
-  09091957
-  Portuguese
-  Married
-  RNE Y269898-2: CPF 23113927862
-  <https://www.linkedin.com/in/ant%C3%B3nio-carlos-mo>

SKILLS

- Writer with several publications in Brazil.
- Visual artist, with participation in national and international exhibitions. Awards and distinctions.
- Founding member of the International Academy of the Cultural Union, chair 09 MG, patron: José Saramago.
- Baritone / Musical Choir, Mogi das Cruzes, SP, Brazil.
- Languages: Portuguese, French and English.

SUMMARY

Enthusiastic individual with extensive language and linguistics knowledge. Adapts quickly to online tools and platforms. Demonstrates keen cultural awareness and interpersonal skills. Productive employee with proven track record of successful project management and producing quality outcomes through leadership and team motivation. Works with clients to determine requirements and provide excellent service. Sharp Clerk proffering mastery of grammar, spelling and language rules. Master at indexing records and information, assigning document types and verifying digitised documents. Clear and open communicator with solid service delivery skills. Skilled Proofreader with experience editing and checking content grammar, punctuation, style and accuracy. Demonstrates exceptional attention to detail and time management.

EXPERIENCE

Translator and Proofreader 06/2012 - 08/2023
One Hour Translated/Blend - Tel Aviv, Israel

- Inspected translations word-for-word for grammar and spelling faults.
- Worked with sensitivity across emotive translation topics and circumstances.
- Produced a daily output of translated words per day.
- Evaluated performance data to improve translation service and delivery planning.
- Adapted existing translations to meet style guidelines.
- Maintained focus under pressure to deliver accurate translation services.
- Checked phraseology with technical staff to deliver correct translations.
- Proofread documents to remedy terminology and vocabulary errors.
- Attended regular training to remain knowledgeable on current best practices.
- Obtained information on appropriate terms, phrases and words from specialist dictionaries.
- Reviewed and reported layout issues caused by proofed changes.
- Corrected spelling mistakes and grammatical errors and documented changes with accurate version control.
- Proofed document details, reviewing for correct page numbers, headings and captions.
- Checked corrected document proofs against mark-up for comparison and quality assurance.

French teacher 02/2011 - 11/2012
Prefeitura Municipal de Mogi das Cruzes - Mogi das Cruzes, SP, Brazil

- 1) Teach an Instrumental French Course, using P.N.L. (Neurolinguistic Programming), to build and install a cognitive network to access the language (oral and written).
- 2) Use of French Methodologies (classical system), for literary and advanced studies.

French teacher

01/2000 - 08/2012

Steps Idiomas - Mogi das Cruzes, SP, Brazil

- Developed curricula that covered wide breadth of French culture and language topics and complied with organisation's institutional guidelines and educational requirements.
- Motivated students to complete homework tasks through fun and engaging activities.
- Developed and taught educational, engaging and fun lessons for students, designed to increase enjoyment in French and expand knowledge within language.
- Managed grading and providing feedback to students on verbal and written French examinations.
- Used presentations and visual aids for French translations to help students retain information on specific words and phrases.
- Used a variety of clever teaching techniques to help students excel in learning fluent French.
- Maintained up to date knowledge of student progress in French through regular examinations, quizzes and assessments.
- Used various teaching websites and apps to assist in planning educational lessons in French.
- Managed classroom dynamics, breaking into small groups for focused work.
- Listened to student concerns and issues, providing helpful solutions.
- Watched French films in classes to inspire student interest in culture and language.
- Perfectly pronounced French words to students while explaining word meanings to obtain an extensive understanding of translations.

French teacher

01/1998 - 12/2003

Wizard - Mogi das Cruzes, SP, Brazil

- Motivated students to complete homework tasks through fun and engaging activities.
- Developed and taught educational, engaging and fun lessons for students, designed to increase enjoyment in French and expand knowledge within language.
- Managed grading and providing feedback to students on verbal and written French examinations.
- Used presentations and visual aids for French translations to help students retain information on specific words and phrases.
- Provided helpful and constructive feedback to students during assessments to help with learning development in French.
- Used a variety of clever teaching techniques to help students excel in learning fluent French.
- Maintained up to date knowledge of student progress in French through regular examinations, quizzes and assessments.
- Managed classroom dynamics, breaking into small groups for focused work.
- Perfectly pronounced French words to students while explaining word meanings to obtain an extensive understanding of translations.

Bank officer

03/1982 - 06/1995

Banco Pinto @ Sotto Mayor - Lisboa, Portugal

Personal Department

Department of Foreign Operations

Commercial Area

- Delivered high-performing initiatives to improve customer and business experiences and outcomes.
- Processed cash receipt and payments with meticulous precision, minimising banking discrepancies.

- Met with clients and advised on loan conditions and negotiated further contract terms to meet clients needs.
- Performed diligent horizon scanning, minimising future financial risk and seeking growth opportunities.
- Delivered comprehensive and supportive customer service to all clients using exceptional customer service skills.
- Demonstrated keen analytical skills, maximising positive outcomes from financial data and reporting.
- Handled internal cash transfers by accurately processing and recording transactions.
- Assessed efficacy of operational processes, seeking developments and automation opportunities for improved banking efficiency.
- Researched and investigated loan application lists to prevent loanees defaulting on repayments.
- Reported regulatory breaches, managing and resolving incidents effectively and efficiently.
- Embodied brand values, presentation standards and customer support approach outlined by the branch.

AI Evaluator

02/2024 - Current

Bulba Languages - San Francisco, USD

- Identified issues, analysed information and provided solutions to problems.
- Collaborated with team members to achieve target results.
- Spoke to customers in multiple languages to resolve problems and answer questions.
- Managed bookings to optimise team availability.
- Inspected products and services to comply with quality standards.
- Managed complaints with calm, clear communication and problem-solving.

Translation

08/2013 - Current

Translated - Rome, Italy

- Delivered precise technical translation of texts.
- Maintained focus under pressure to deliver accurate translation services.
- Worked with translation memory software to maintain translation consistency within text.
- Provided full translation services.
- Worked with sensitivity across emotive translation topics and circumstances.
- Developed understanding of specialised concepts for translation by consulting subject matter experts and other colleagues.
- Used online tools to assist with complex translations.
- Provided accurate and timely translations of key documents and media news reports for circulation within embassy.
- Conveyed high-quality professional translations in high-pressure environments, successfully meeting deadlines.
- Consulted with specialists to obtain information on technical information translation.
- Researched phraseology and terminology to deliver accurate, authentic translations.
- Provided quality control to correct translations which lead to a higher accuracy and customer satisfaction.
- Performed quality control for translations for accuracy and readability.
- Inspected translations word-for-word for grammar and spelling faults.
- Used Memsorce to assist with complex translations.
- Checked phraseology with technical staff to deliver correct translations.

**French teacher
online** - Mogi das Cruzes, SP, Brazil

01/1998 - Current

- Perfectly pronounced French words to students while explaining word meanings to obtain an extensive understanding of translations.
- Watched French films in classes to inspire student interest in culture and language.
- Promoted comprehension of written French by compiling and assigning reading materials.
- Managed classroom dynamics, breaking into small groups for focused work.
- Used various teaching websites and apps to assist in planning educational lessons in French.
- Maintained up to date knowledge of student progress in French through regular examinations, quizzes and assessments.
- Provided helpful and constructive feedback to students during assessments to help with learning development in French.
- Used presentations and visual aids for French translations to help students retain information on specific words and phrases.
- Managed virtual classes through Zoom during Covid-19 pandemic.
- Managed grading and providing feedback to students on verbal and written French examinations.
- Motivated students to complete homework tasks through fun and engaging activities.

**Translator
Freelancer** - Mogi das Cruzes, SP, Brazil

07/1995 - Current

- Proofread documents to remedy terminology and vocabulary errors.
- Maintained focus under pressure to deliver accurate translation services.
- Obtained information on appropriate terms, phrases and words from specialist dictionaries.
- Inspected translations word-for-word for grammar and spelling faults.
- Worked with sensitivity across emotive translation topics and circumstances.
- Adapted existing translations to meet style guidelines.
- Checked phraseology with technical staff to deliver correct translations.
- Consulted with specialists to obtain information on technical information translation.

EDUCATION

Specialization in Contemporary Literature: Literature, 03/2020 – 09/2020
University Católica Paulista – Marília, SP

Clinical Psychoanalyst: Psychoanalysis, 02/2023 – 07/2023
IEVI – DF

Full Degree: Portuguese / English, Literature, 02/2016 – 12/2019
UNIUBE - University of Uberaba – Uberaba, MG

CERTIFICATIONS

- Introduction to Textual Revision in Portuguese (Federal University of Rio Grande do Sul).
- Training Course for Mediator Teachers for EAD (Paula Souza Center).
- Official Editorial Broker - ENEM (Imaginie).
- Professional Translator Certificate (One Hour Translation).

- Computer Programming Course (Informax, Lisbon, Portugal).
- General French Course (Colégio Militar, Lisbon, Portugal).