**BETI LEV, B.A., B.Sc., Specialist**

**English to Brazilian Portuguese Translator**

***Specialized in law, agreement, contract, business, financial, corporate and foreign trade translations***

***Over 15 years’ experience as a translator for quality-conscious agencies***

1. Personal Information

Native Language: Brazilian Portuguese

Location: São Paulo, Brazil.

Email: beti1@uol.com.br Skype: tranquilidadeefundamental@hotmail.com

Linked-in: www.linkedin.com/in/freelanceportuguesetranslator

1. Areas of Interest

English into Brazilian Portuguese Translation.

Translation Fields of Expertise: legal, agreements, contracts, business, corporate, insurance, finance, foreign trade, technical, engineering, environment, standards, certificates, personal documents etc.

1. Education

* Bachelor of Language Arts, UNIABC, Anhanguera, Santo André, SP, Brazil, 2003.
* Bachelor of Science, Agronomical Engineering, Universidade de São Paulo, Piracicaba, S.P., Brazil, 1994.
* Certificate of Specialization, English Language (teaching: methods and practice), Pontifícia Universidade Católica do Rio de Janeiro, R.J., Brazil, 1997.
* Certificate of Specialization, Translation from English into Portuguese, Pontificia Universidade Católica do Rio de Janeiro, R.J., Brazil, 1998.

1. Professional History

* At present: Full-time translator for a Brazilian Translation Agency since January, 2001. Translation Fields of Expertise: law, contracts, agreements, administration, certificates, human resources, civil law, school records, minutes of meetings, articles of association, articles of organization, insurance, biology, computer science, IT, software, technical and corporate areas.
* At present: Translator registered with Brazilian Court of Accounts (TCU) from 2016 through 2018.
* At present: Several translation jobs for Brazilian translation agencies.
* Translation of Website www.sitandgoplanet.com, on Online Poker – since 2015.
* At present: New York Online Translation Agency – since 2015 (mainly, financial translations).
* At present: U.S.-based Online Translation Agency – since 2015 (translation of certificates, marketing and legal material, general translations).
* At present: Canada-based Online Translation Agency – since 2015 (translation, subtitling and proofreading of movies, sitcoms, TV series).
* Freelance translations to Conyac, a Japanese Translation Agency – 2015.
* 2001 – Translation (Portuguese into English) of the book “The History of Brazilian Ballroom Dancing” by Marco Antonio Perna, dancadesalao.com.br.
* June 2000 – Translation (from Portuguese into English) of the magazine “National Formation Policy” to CUT (Worker’s Union).
* 1998 – Freelance Translations from English into Brazilian Portuguese to Ravel S/A (a car parts company). Translation Fields: technical documents, computer science and international business.
* June 1998 – December 2000, Administrative Assistant in a Work Union in São Paulo, Brazil.
* December 1996 – January 1999, Foreign Trade. Administrative Assistant: exchange operations, follow-ups concerning shipments and customs clearance, shipment instruction, manufacture of Import License, dealing with exporters and University Professors (buyers), Rio de Janeiro, Brazil.
* April 1996 – December 1996, Office Assistant. The Group, Brazilian Language School. Duties included: front office telephone and in person reception, management of financial records and bills, enrollment and orientation of new and returning students, class scheduling, and file organization, Rio de Janeiro, Brazil.

1. Additional Skills and Competencies.

Language Skills:

- English: Proficient.

- Portuguese: Native (Brazil).

Computer Skills: Proficient in MS Office, MS Word, MS Excel, PowerPoint, Internet, Matecat.

1. Other Courses:

Computer: Introduction to Computer Science, DOS, Word for Windows.

Language: English courses (Fisk, Cel Lep, ELS - in San Francisco, U.S., advanced level).

Various Foreign Trade and Agronomy courses.

Translation Training Program, São Paulo, Brazil, 2001.

1. Certifications

EFSET 75 Proficient (CEFR C2) (March 21, 2016).

CCSE for writing exam.