

# Carla Diana Cardoso

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Chartered Institute of Linguists Member MCIL CL Credential ID 57060  
TESOL Canada Diploma in International Translation Credential ID CDC102521-06

## EDUCATION

TESOL Diploma in Certified International Translation, Education Canada College, October 2021

Translation into Portuguese, University of Toronto, June 2021

Qualifi Level 5 TEFL Certificate, The TEFL Academy, January 2021

Language Interpreter Training Program (PT-EN), Mohawk College, Hamilton, ON, 2009

CILISAT (PT-EN, EN-PT), Mohawk College, Hamilton, ON, 2007

Spanish, Beginner's Level, CEAC, Portugal, 2003

Certificate of Competence in the French Language, Mohawk College, Hamilton, ON, 2001

Professional Secretary with Computer Skills, ICS Canada, 2000

Translation I (PT-EN, EN-PT, PT-FR, FR-PT), ISLA Lisbon, Portugal, 1998

First Certificate in English, Cambridge University/British Council, Lisbon, Portugal, 1997

## PROFESSIONAL DEVELOPMENT

Legal Interpretation with the Victim/Witness Assistance Program, by INCommunities

Interpreting in Family Law, by INCommunities (OCCI)

Interpreting in Mental Health, by INCommunities (OCCI)

Introduction to Game Localization, via Udemy

Website Localization for Translators, via Udemy

## EMPLOYMENT HISTORY

### Global Translations, Translator (EN-PT)

April 2023 – present

- Translation of movie and TV program synopsis for Global Translations.

### Freelance Translator and Proofreader (EN-PT)

Jan 2020 – May 2020, Jun 2022 – present

- Volunteered translation, machine translation post-editing and proofreading services for The Mindful Word website.
- Localization of Zombie Admin video game on Steam.

### Gamer's Intuition, Founder, Editor-in-Chief

May 2009 – present

- Managed and coordinated writing staff remotely, editing and proofreading content prior to publishing.
- Arranged travel plans, meeting schedules and coverage for major gaming events (PAX, E3, Gen Con).
- Wrote several articles, game guides and game reviews.
- Maintained an extensive contact list with several developers and publishers in the video game industry.
- Social media engagement via YouTube, Twitch, Twitter and Facebook.

### Freelance Interpreter, Translator and Proofreader (EN-PT, PT-EN)

May 2010 – Dec 2017

- Volunteered translation and proofreading services for user-submitted crowdsourced translations of Studio Wildcard's ARK: Survival Evolved.
- Volunteered translation of FootballStrategy.org website and Beta game interface.
- Provided interpreting services in healthcare and community services (INCommunities).
- Provided translation, remote project-based cooperation and consulting, proofreading and adaptation services with different agencies (OXO Translations, Elite Translations).

### Dollarama, Team Leader

Jan 2009 – Oct 2017

- Provided support to manager and assistant in all aspects of running the store, filling in for their duties in their absence.
- Provided customer service in English, French and Portuguese, effectively handling complaints and enquiries.
- Office duties such as copying, faxing, filing, recording invoices.
- Supervised, trained and assisted team leaders, assistant managers and store associates.
- Responsible for store opening and closing procedures, balancing tills, safe and petty cash, end of shift accounting book and bank deposits.
- Performed health and safety inspections and ensured staff

Translation Quality Management, National Research Tomsk State University, via Coursera

Introduction to Search Engine Optimization, University of California - Davis, via Coursera

Anatomy Specialization, University of Michigan, via Coursera

Clinical Terminology for International and U.S. Students, University of Pittsburgh, via Coursera

Joint Health and Safety Committee Certification

St. John Ambulance Standard First Aid

## LANGUAGES

Portuguese (EU): native  
English: fluent, near-native  
French: intermediate  
Spanish: basic

followed proper safety procedures.

- Merchandising, stocking, inventory and cashier duties as necessary.

### **Blue-Agate.com, Content Manager Aug 2007 – Dec 2011**

- Revised and restructured content for e-commerce websites.
- Basic HTML formatting and image editing.

### **SISO Hamilton, Interpreter and Translator (EN-PT, PT-EN) May 2008 – May 2010**

- Written translation of various documents.
- Interpretation services in social services and healthcare settings, sight translation and message relay.

### **Wiley Publishing, Technical Editor Oct 2009 – Dec 2009**

- Performed technical editor duties for Wii Fitness for Dummies by Bill and Christina Loguidice.

### **Grrlgamer.com, Managing Editor, Community Manager May 2005 – Mar 2009**

- Remotely recruited, trained and managed staff writers.
- Built and maintained an extensive contact list with several companies in the videogame industry.
- Implemented new features, expanding monthly visits from 60,000 to 600,000 in 3 years.
- Managed and moderated community forum posts.
- Wrote and published game reviews, articles, editorials and guides.
- Arranged travel plans, coordinated meetings schedule and event coverage for industry events.
- Responsible for site updates, content editing and publishing, contests and promotional events.
- Staff writer from 2000 to 2005.