

CAROLINA MIRANDA ALEIXO
FREELANCER TRANSLATOR AND PROOFREADER
(Brazilian Portuguese – English)

Citizenship: Brazilian

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Personal summary:

I have had worked in different translating projects as a freelancer and as a translator at Una Assessoria Linguística, company where I was the CEO and project manager. I have experience from living abroad, as I have lived in Portugal for 10 months (Sep. 2011 – Jun. 2012) as part of a scholarship program which helped me develop even more my skills as a translator and as a world citizen. I have also worked as an English teacher for 14 years.

Research interest

I am interested in the use and features of CAT tools and how these tools can improve the translator's work. Also, I have an interest in Terminology management.

Professional experience:

**CENTRAL DE IDIOMAS IMEPAC – INSTITUTO MASTER PRESIDENTE
ANTÔNIO CARLOS - ARAGUARI**

English teacher (part-time)

January 2008 – June 2020

- English teacher of different levels and ages.

CCAA - ARAGUARI

English teacher (part-time)

January 2008 – June 2020

- English teacher of different levels and ages.

**BABEL TRADUÇÕES – Junior Enterprise of the Translation Course of the
Federal University of Uberlândia – Uberlândia, Minas Gerais, Brazil**

Translator and HR Director

January 2013 – October 2014

- English and Brazilian Portuguese translator;
- English proofreader;
- Responsible for the trainees' trainings – Company's ethics, Use of CAT tools, among others;
- With the Financial Director, responsible for quoting translation jobs.

Freelancer Translator and Proofreader

2011 – present

- Translation of articles for international publication;
- Translation of transcript of records and diplomas;
- Proofreading articles for international publication.

**TCU – Tribunal de Contas da União (Court Union Accounts)
Freelance Translator**

2018-2019

- Translation of legal documents for the Brazilian government.

UNA Assessoria Linguística (translation company)
CEO, translator and interpreter

2017-2022

- Company's creator;
- Project manager;
- Translator of different areas for marketing and academic publications;
- Interpreter of medical area.

Brazilian Army

2020-2021

Translator and interpreter

- Translator and interpreter for engineering and mechanical courses and workshops;
- Proofreader of manuals and articles in Portuguese regarding engineering and mechanics.

Education:

Master's Degree, Applied Linguistics

2022

Federal University of Uberlândia (*Universidade Federal de Uberlândia*), Minas Gerais, Brazil.

- Corpus and CAT tools: Memoq's Livedocs. (*Corpus e sistemas de memória de tradução: a ferramenta Livedocs do Memoq*)

Bachelor's Degree, Translation

2014

Federal University of Uberlândia (*Universidade Federal de Uberlândia*), Minas Gerais, Brazil.

- Translation management for translators: Wordfast – Final course paper (*Gestão de terminologia para tradutores: o programa Wordfast*)
- Elaboration of a parallel corpus of the spiritist text *O Livro dos Espíritos* and The Spirits' Book – Research activity (*Criação do corpus paralelo do texto espírita O Livro dos Espíritos e The Spirits' Book*)

Bachelor's Degree, Language and Literature – Portuguese and English

2007

Universidade Presidente Antônio Carlos, Araguari, Minas Gerais, Brazil.