

Edvan Cardoso

Translator

PERSONAL DETAILS

Edvan Cardoso

Salvador, Bahia

41150

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PERSONAL SUMMARY

A multi-skilled, reliable & talented translator with a proven ability to translate written documents from a source language to a target language. A quick learner who can absorb new ideas & can communicate clearly & effectively with people from all social & professional backgrounds. Well mannered, articulate & fully aware of diversity & multicultural issues. Flexible in the ability to adapt to challenges when they arise & at the same time remaining aware of professional roles & boundaries. Would like to work as a translator for a successful and ambitious company that offers great opportunities for career development and progression.

WORK EXPERIENCE

Lingobabel

TRANSLATOR

Running a freelance translation website that provides a translation interpretation service to clients where needed. Involved converting documents and articles from one language into another and ensuring that the finished converted articles relay the intended message as clearly as possible.

Duties:

Researching legal & technical phraseology to ensure the correct translation is used.

Liaising with clients to discuss any unclear points.

Providing guidance & feedback & creating customer-specific style guides.

Translation of documents/letters from a foreign language to English & vice versa.

Reviewing and proofreading mother-tongue text.

Working as a translator for Law firms, charities and local councils.

Supporting the translation team with other projects when necessary.

Excellent speaking and writing skills.

Retrieving articles from newspapers, magazines & the internet & translating them into English.

KEY SKILLS AND COMPETENCIES

Familiar with translation software tools as the following:

SDL Trados, Wordfast, Deja Vu, OmegaT, Passolo, Multicorpora, Across, Alchemy Catalyst, Transit, MetaTaxis, LingoTek, J-CAT, IBM-CAT tool

Able to speak English, Spanish, French, Italian, and German .

Excellent communication and social skills.

Able to work to tight deadlines.

Highly skilled in Word, Excel and Microsoft Outlook.

Willing to travel and able to work under pressure.

Able to prioritise work.

ACADEMIC QUALIFICATIONS

BA: Translation and Literature Arts

State University of Bahia

AREAS OF EXPERTISE

Accounting & Auditing, Advertising & Public Relations, Agriculture, Archaeology, Architecture, Art / Crafts / Painting, Arts and Humanities, Astronomy & Space, Automotive, Biology / Biotechnology, Botany, Building & Construction, Business / Commerce (General), Chemistry, Computer Hardware, Computer Software, Computer Systems and Networks, Computers (General), Copywriting, Cosmetics / Beauty, Diplomas / Certificates / Etc., Ecology & Environment, Education / Pedagogy,

Electronics, Engineering (General), Engineering (Aerospace, Aviation), Engineering (Chemical), Engineering (Civil & Hydraulic), Engineering (Electrical), Engineering (Energy), Engineering (Industrial), Engineering (Mechanics, Robotics), Engineering (Nuclear), Engineering (Petroleum), European Union, Fashion / Textiles / Clothing, Finance / Economics, Fisheries, Folklore, Food / Nutrition, Forestry / Wood / Timber, Games / Computer Games, Gastronomy, General, Genetics, Geography, Geology, Globalization, Government / Politics, History, Human Resources, IT / E-Commerce / Internet, Industry and Technology (General), Insurance, Journalism, Law (Banking & Financial), Law (General), Law (Contracts), Law (Patents, Trademarks, Etc.), Law (Taxation / Customs), Linguistics, Literature / Poetry, Localization, Machinery & Tools, Management, Manufacturing, Marketing / Market Research, Mathematics & Statistics, Media / Multimedia, Medicine (General), Medicine (Cardiology), Medicine (Dentistry), Medicine (Health Care), Medicine (Instruments), Medicine (Pharmaceuticals), Metallurgy, Military, Mining & Minerals / Gems, Music, Philosophy, Photography / Graphic Arts, Physics, Printing & Publishing, Psychology, Real Estate, Religion, SAP, Science (General), Shipping & Maritime, Slang, Social Science, Sports / Recreation / Fitness, Telecommunications, Transportation / Shipping, Travel & Tourism, Zoology

SERVICES

Translation, Proofreading, Interpretation (consecutive), Interpretation (simultaneous), Subtitling, Voice-over, Project Management, Copywriting, DTP, Programming, Web-Design, Advertising, Tour Guiding, Market Research, Consulting, Teaching (Language Courses), SEO