

QUALIFIED ENGLISH, SPANISH & FRENCH into PORTUGUESE TRANSLATOR

BACKGROUND COMPETENCIES

Qualified, experienced multilingual Professional in International Modern Business Management & Administration coupled with **Inhouse Translator and Interpreter** direct assignments & supervision.

EDUCATION

Universidade Lusófona - Degree in Translation and Interpretation

CIOL (Chartered Institute of Linguists – UK) DipTrans in Translation - English & Spanish>Portuguese (PT)

British Council – English Language Advanced II Certificate

Translation Course Certificate

Workshop in Medical Translation

Cervantes Institute (Salamanca University) Spanish Language Superior Level Diploma **Alliance**

Française 4th Level Certificate

Accreditations: Universidade Lusófona de Humanidades e Tecnologias (Lisbon), DipTrans - Institute of Linguists (CIOL-UK), British Council (Lisbon), Instituto Cervantes (Lisbon)/University of Salamanca,

Membership : CIOL - UK (<http://www.ciol.org.uk/member-check/profile/43248/7541>)

Sworn Translator at Lisbon Court

Sworn Translator at the Administrative & Fiscal Court of Sintra High

Education in General Administration & Accounting

Google Cloud Machine Learning Course – EITC Institute (To finish soon)

Business Environment Areas of Expertise

Automotive – Electronics – Telecom. – Networking – Machinery & Tools – Accounting & Finance – Sales & Marketing – General Administration – Medical Equipment (Cardiology, Neurology, Paediatrics) – Clinical Trials – Medical Reports

Additional Competencies

Computer literate in : **Translation from English, French & Spanish into Portuguese (Portugal)**

Proofreading, Localization & AI translated texts revision

Trados, MemoQ, & other TM systems, Word, Excel, PowerPoint, Acrobat Professional

BACKGROUND PROFESSIONAL EXPERIENCE

2011- Actual

Technical Translator, Proofreader, (several technical and legal fields, i.e. Medical devices, Medical Trials, Contracts, Accounting Reports, Financial Reports, etc.),

English Training Teacher (Professional Fields i.e. Commercial, Medical,

Marketing, etc.), working on a regular basis with ACOLAD GROUP, Lionbridge (General), Language Insight UK (General & Marketing), Language Systems USA

(Medical), AlphaPlus UK (Medical Reports NHS) ICA Languages USA (Legal), Cisco Inc. (IT), English teacher in technical areas such as: medical, nursing, marketing.

- 2005 – 2011** **Training Coordinator**, English Training Teacher at the main Hospital in Portugal, Freelance translator and interpreter and English Teacher at University of Medical Sciences Egas Moniz
- 2004-2005 –** Inhouse Technical Translator at **ELFP** – Escola de Línguas e Formação Profissional and **VIP** – Gabinete de Traduções Técnicas, Lda.
- 2002 - 2003 –** **Freelance Professional Translator** with Agency Contracts in Southern Europe, U.K., Hungary & Portugal, & **English Training Teacher** at the main Hospital in Portugal:
- 1988- 2001 -** **AMP/TYCO Electronics** –Lisbon, a subsidiary of AMP Inc., USA – World's n°1 in Electromechanic Components, Electronics Connectors & Interconnect Systems with revenues of \$ 5.5 bn – 44000 p. in 63 countries (1999 figures)
Held several Financial – Logistics – Sales & General Administration positions, with from **1994** onwards holding full responsibility for the staff management of this Subsidiary, reporting to both the Southern Europe V.P. & his Financial Controller headquartered in Barcelona.
During this entire period, in addition to these assignments I was the:
Inhouse Translator - Translating from English/Portuguese/English & Spanish/Portuguese/Spanish, all Product Catalogues, Technical Manuals, Promotional Commercial documentation, Financial Reports as well as Legal documents & Correspondence.
- 1984-1988 –** **ALCATEL PORTUGAL** – World's n°1 Telecom.Equipmt.Manufacturer.

Purchasing Mgr. dealing from A to Z with foreign suppliers of Electronic parts meant for the local assembly of Alcatel's Electronic Public Branch Exchanges (PBX's). In addition:
Inhouse Translator – Translating from English/Portuguese Catalogues & Commercial documentation.
- 1980-1984 -** **FLEX** –Spain – Portuguese Subsidiary – Mattresses Plant.

Purchasing Agent, assuring purchases from foreign suppliers of: Raw Materials & Industrial Machinery & handling all related administrative tasks, customs formalities. In addition :
Inhouse Translator – Translating from Spanish/Portuguese all kinds of documentation & correspondence.
- 1976-1980 -** **MARTINI & ROSSI** –Portugal

Financial Controller's Assistant & Secretary, preparing daily/monthly Financial Data analysis & Management reporting & all Executive Secretary related traditional tasks. In addition:
Inhouse Translator – Translating from English/Portuguese all kinds of documentation & correspondence.