

# Jéssica Xavier Assunik

Translator and Proofreader (Spanish/Portuguese/English)

Brazilian, married, 28 years old  
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## Objective

Translating from Spanish/English into Portuguese, and from Portuguese/English to Spanish. Proofreading text orthography and grammar.

## Field of Work

Technical , literary and general translation  
Proofreading and preparation of general texts in Portuguese.  
Experience in monograph and final paper proofreading

## Software used

*Knowledge of Wordfast and MemoQ*  
*Knowledge in Word, Excel and Power Point*  
*Subtitle Workshop*

## Education

- **Graduation**

*Bachelor's Degree in Language and Literature with Major in Portuguese and Spanish, University of São Paulo - USP (12/2015) Concentration in subjects oriented to the translation field, with excellent performance. (Introduction to the Practice of Translation from Spanish/ Commented Translation from Spanish I / Translation: Contrastive Spanish/Portuguese Analysis)*

- **Complementary Courses**

*English (CCAA) – 06/2004*  
*Spanish (CCAA) – 06/2004*

## Languages

*Spanish:* reading (advanced), writing (advanced), conversation (advanced).  
*English:* reading (advanced), writing (intermediate), conversation (intermediate).

## Professional background

- **Text translator and proofreader** – from 01/2015 – Current  
(Self-Employed)  
Text translation from Spanish/English to Portuguese, and from Portuguese/English to Spanish.  
Monograph and final paper proofreading.  
Literary, advertising, informative texts proofreading, among others.

Subtitling.

- **Hospital das Clínicas of the Faculty of Medicine, University of São Paulo**  
– from 04/2010 to 09/2015  
**Administrative Officer** – from 09/2014 to 05/2015  
Writing and proofreading of meeting minutes and texts in general, audio transcription in Portuguese, office routines  
**Administrative Officer** – from 04/2010 to 09/2014  
Secretarial work, invoice issuance and office routines.