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|  | **Juliana** **Badin**  **English<->Portuguese Translator, Revisor and MT Post-Editor**  Freelance professional translator with 10 years of experience, also as Project Coordinator, taking part in all steps of the translation process. Highly skilled, able to work in a fast-paced environment, with tight deadlines and high quality standards. | |
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| **LANGUAGES**  **Brazilian Portuguese**  **Native**  **English**  **Fluent**  **Spanish**  **Basic**  **TECHNICAL SKILLS**  **CAT Tools**  **MemoQ**  **SDL Studio**  **Wordfast**  **Smartling**  00  **Passolo**  00  **Memsource**  00  **Other Tools**  **MS Office**  **Plunet**  **Photoshop**  **Subtitles Workshop**  **SOFT SKILLS**   * Excellent communication skills, written and oral * Problem-solving mindset * Strong organization and multitasking skills * Effective time management skills * Capable of keeping focus, even when under pressure * Good team worker * Self-motivated * Attention to detail * Sound research skills * Curious and eager to learn * Adaptable | | **WORK EXPERIENCE**  **Freelance Translator (Feb 2019 – Present)**   * Provision of translation, proofreading and post-editing services for Translation Agencies and direct clients   **Project Coordinator (Sep 2017 – Jan 2019)**  **Flash Traduções**   * Management of translation, revision, editing, subtitling and MT post-editing projects * Selection and allocation of resources (translators/vendors, licenses, translation memories and glossaries) * Quality Management (grammar and spell checking, QA and DTP) * Organization and standardization of workflows * Recruitment and training of new translators in the use of CAT Tools (MemoQ, Wordfast) and translation management system (Plunet) * Creation of quotes, delivery of projects and follow-up with clients   **Translator and Proofreader (Aug 2010 – Aug 2017)**  **Flash Traduções**   * Translation, proofreading and post-editing of administrative, technical, legal and academic texts, with specialization in Oil & Gas and IT/engineering. * Formatting of documents * Creation of glossaries   **EDUCATION**  **Master in Translation and Linguistic Services (2019 – 2021)**  University of Porto  **Bachelor in Languages – English and Brazilian Portuguese (2006 – 2010)**  UFRJ – Federal University of Rio de Janeiro  **High School with CTE in Information Technology (2002-2004)**  IJE – Instituto Jesus Eucarístico  **OTHER COURSES**  **Legal Translation** – **Specialization for Translators (2018-2019)**  Daniel Brilhante de Brito  **References available upon request** |