**Kaline de Oliveira Fernandes**

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**Objective: Freelance Translator/Transcriptionist/Proofreader**

**Professional Summary:**

Highly resourceful translator and transcriptionist with over seven years’ experience in the legal and finance areas, working with major international publicly-held companies in different verticals, including retail, oil and gas, utilities, banking, government and telecom (OG Par, OGX, BR Brokers, Light, Le Lis Blanc, Magazine Luiza, Ecorodovias, DHL, CSN, Bradesco, OI, etc). Native Portuguese, Fluent English and Spanish. Specialization in Translation and Business and Digital Marketing.

**Professional Experience**

KF Traduções Ltda.

Freelance Translator and Reviser – October 2016 - current

Main activities: **translate texts** into Portuguese/English, mainly **Financial Statements, Earnings Releases**, Minutes and others. Compare and **update** large documents including **Reference and 20F Forms**. **Transcribe** audio in **Portuguese** and **English**, mainly **Results conference calls**, for major Brazilian companies like Porto Seguro, São Carlos, Pão de Açúcar Group and others.

Datawords Translations

In-house Brazilian Portuguese Translator – February 2020- April 2020

Main activities**: translate fashion and luxury items** related texts, in addition to **marketing and advertisement content** from major companies including Dior, Tag Heuer and Bvlgari.

TransPerfect Translations

Freelance Transcriptionist and Quality Checker – July 2019 – October 2019

Main activities: **Transcribe** audios in Brazilian Portuguese. **Revise** the transcription of colleagues for **Quality Control**.

Dow Jones & Company

Intern at Companies and Executives department – July 2018-September-2018

Main activities: Conduct **multiple projects simultaneously**, being responsible for **improving** internal **processes and tools**. **Analyze** M&A signals and specific data about executives and authors, **conducting** **thorough internet research** in order to confirm the information and **update the database**.

MZ Group

Translator - December 2012 – September 2016

Main activities: **translate** texts into **Portuguese/English**, mainly Financial Statements, Earnings Releases, Minutes and others. Help translators and revisers formatting complex documents. Give support to translators and revisers by checking numbers during the peak periods. **Proofread** documents for **quality control**. Use **translations tools**, including Trados and Wordfast.

Hewlett- Packard Brasil Ltda

September 2011 – April 2012

Position: Fraud prevention analyst.

Main activities: **analyze data from several systems** to **identify** fraudulent transactions in credit cards and prevent the company from losing money. Contact clients by phone to check if they had carried out the transactions.

**Education**

Master in Digital Marketing – September 2018

Master in Business and Translation – July 2017

University of São Paulo (USP) - 2013

BA in Languages – Portuguese/English

**Languages**

* Portuguese (native)
* English (advanced/ near-native)
* Spanish (advanced)
* French (intermediate)
* German (basic)

**Other Skills**

Computer knowledge: User knowledge in SDL Trados Studio, Wordfast, SScriber, Word, Excel, Power Point, Internet and other Windows applications.