

Sophia Lacerda

Brazilian Translator/Reviewer

PROFILE

Dedicated freelance translator (English to Brazilian Portuguese) with a background in public policy management, geography, Christianity and a passion for music. Highly professional, fast learner, flexible, dependable and skilled at working with CAT tools.

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Condomínio Ouro Vermelho 2,
Brasília, Brazil, 71.680-385

PROFILE DETAILS

Language Pairs

English to Portuguese-BR

Rates

US\$ 0.03 per source word

US\$ 12 per hour

Expertise

Public Policy Management

Geography – Territory

Christianity

Management

Music

ProZ

<<http://www.proz.com/translator/3001363>>

EDUCATION

Music School of Brasília, Brasília, Brazil

Professional Classical Guitar Player

Expected in January 2021

University of Brasília, Brasília, Brazil

Master Degree in Geography

December 2016

University of São Paulo, São Paulo, Brazil

Bachelor of Public Policy Management

December 2012

CAT TOOLS & SOFTWARES

SDL Trados 2019 and Matecat.

Microsoft Office suite (Excel, Word, Power Point)

CERTIFICATION

SDL Post Editing

<<http://www.sdl.com/certified/42aaf999-ca2d-416b-8d2a-c6ad1b78c884>>

PROFESSIONAL EXPERIENCE

State Department of Health of Federal District, Brasília, Brazil

Administrative Assistant, Aug 2018-Present

- Identified and recommended changes to existing processes to improve accuracy, efficiency and quality service.
- Composed official documents, reports, internal memos and external correspondence.
- Respond information request about organizational structure and organizational statute.

Ministry of Social Development and Fight Against Hunger, Brasília, Brazil

Public Policy Analyst, May 2013-March 2017

- Analysis of indicators for the monitoring of government programs.
- Studies in public policy and socioeconomic dynamics.

ADDITIONAL INFORMATION

University of The Nations. Youth With a Mission, Richmond, EUA. April 5 to June 30, 2017

Student of English Language and Culture School – Advanced Class

Amazon Voluntary Social Action. Manaus, Brazil. January, 2016

Short duration medical-humanitarian mission in Amazon.

Brasas English Course. Brasília, Brazil, 2015.

Advanced English Level – Certified

University of Minho. Braga, Portugal, 2012.

Education exchange to study Public Administration.