

## Verenna Cristina Passos dos Santos

Nationality: Brazilian / Spanish

Date of Birth: 20/06/1980

Email: vepassos.santos@gmail.com

Skype: verenna.santos1



### Portuguese and Spanish Translator/Proof-reader/Transcriber

#### Summary

---

More than **18 years as a translator, proof-reader and transcriber** working with the following language pairs:

- Portuguese (Brazil) <> Spanish (Spain, Latam)
- English > Portuguese (Brazil, Portugal)
- English > Spanish (Spain, Latam)

**Main areas:** marketing, IT, Technology, finance, blockchain, cryptocurrency, ICO, communication, Public Relations, Human Resources, business/administration, games, tourism, Christian and medical.

**Cat Tools:** SDL Trados Studio 2017, memoQ, Memsource, Transifex, Open TM2, Omega T, Crodwin, SmartCat and MateCat.

More than 7 years of national and international professional experience in England and Spain in the fields of marketing, communication and Public Relations.

#### Experience

---

##### **FREELANCE TRANSLATOR/TRANSCRIBER**

[May 2004 – Present]

Specialist in the translation and revision of subtitles, web pages, mobile applications, and corporate and marketing material for multiple business sectors.

Ability to quickly grasp the needs of each client, as regards deadlines, the content to be translated and which technologies will be required.

**Clients (direct and indirect):** IBM, Semalt, Trafilea, Symantec, SurfEasy, Haifa, Anyoption, Digital Platinum, Cristal Broad Cast, Imagem Video, Harmattan, Translated.Net, Cotrijal, Accent, AMTrans, Language Care, Lingo Tip, Wlingua, One Hour Translation, Attesor, L10N, YTranslations, EC Innovations, etc.

##### **INETSIS – Start up: IT Company (MTP GROUP), MADRID/SPAIN**

[Jul/2009 – May/2014]

##### **TRANSLATOR / Marketing and Communication Coordinator**

Translation and revision of contracts, catalogues, website and marketing content.

Other tasks: Marketing and Communication Coordinator

Working directly with the CEO for the company's structuring and consolidation, defining its policies and strategic planning;

Planning and management of all Marketing and Communications actions;

Identifying new business opportunities for the products' implementation/launching;

Analysing competitors, market, customer and consumer needs, sales, products, prices, distribution channels and promotion.

##### **MTP – IT Company, MADRID/SPAIN**

[Mar/2009– Jun/2009]

##### **MARKETING COMMUNICATION ANALYST**

Support for the opening of the Inetsis Startup (Group Company);

Responsible for internal communication;

Elaborating the company's website content and following up its development;  
Development of the communications strategic plan for the new company – INETSIS;  
Other Tasks: Human Resources Consultant:  
Planning the deployment of the new company's HR department.

**RED CROSS, MADRID/SPAIN**

[Jun/2008 - Dec/2010]

**INTERNATIONAL COOPERATION'S COURSE CONSULTANT**

Selected teacher after completing the project management course.

Course given to Red Cross employees and to the general public. Orientation for students regarding the content and development of the activities of each module; Moderation of debates; Course evaluation. Subjects: International Relations, Project Management for Developing Countries, European Cooperation with Latin American Countries.

**UNITED NATIONS - UNV PROGRAM, RIBEIRÃO PRETO/BRAZIL**

[Sep/2007- May/2008]

**PUBLIC RELATIONS: SOCIAL PROJECT MANAGEMENT**

Translation and revision of contracts, e-mails and reports;

Relationship management with governmental agencies, NGOs and universities to establish partnerships for project development;

Opinion Survey; Project evaluation and implementation;

External communication with the community, promoting the results of the project;

Identifying the guidelines for the project's continuity and its expansion.

**UNIVERSIDAD REY JUAN CARLOS, MADRID/SPAIN**

[Mar/2007 - Sep/2007]

**PUBLIC RELATIONS: SOCIAL PROJECT MANAGEMENT**

Translation and revision of contracts, e-mails and reports;

Relationship management with national and international NGOs;

Coordination of Volunteer programs (UN and IDB) and support of cooperation projects;

Diffusion and raising awareness about development cooperation;

Events management.

**UNIVERSIDADE ESTADUAL PAULISTA – UNESP, BAURU/BRAZIL**

[Nov/2001 - Mar/2004]

**COMMUNICATIONS ANALYST - PUBLIC EMPLOYEE**

Translation and revision of conferences, e-mails and reports;

Relationship management with companies to achieve cooperation agreements;

Events management;

Management of grants for handicapped students.

**J.S ÓLEOS E ESSÊNCIAS, GARÇA/BRAZIL**

[Jul/2001 - Oct/2001]

**COMMUNICATIONS ASSISTANCE**

Team Coordinator; Internal and External Communication; Marketing Mix.

**SERVIÇO AUTÔNOMO DE ÁGUA E DE ESGOTO, GARÇA/BRAZIL**

[Jul/1997 - Out/2000]

**CUSTOMER SERVICE ANALYST - PUBLIC EMPLOYEE**

Customer Service; Management collection.

**Educational Background**

---

**Universidad de Valladolid**, Bachelor Degree in Advertising and Public Relations - BR Certification in Spain, 2014;

**Universidad Rey Juan Carlos**, Master Degree in International Relations and Cooperation, 2007;

**Universidade Estadual Paulista – UNESP**, Bachelor Degree in Social Communication - Specialization in Public Relations 2003.

**Languages**

---

**Portuguese:** Native

**Spanish:** Fluent. My 2<sup>nd</sup> nationality (Certificate: DELE)

**English:** Fluent