

PERSONAL INFORMATION

 (Portugal)

Sex Male | Date of birth 1999 | Nationality Portuguese

WORK EXPERIENCE

- 2019 **TED Translator**
- Voluntary translation of Ted Talks.
- 2019 **Freelance translator**
- Small tasks as a freelance translator.

EDUCATION AND TRAINING

- 13/07/2017 **Highschool completed**
Secondary School Almeida Garrett (Portugal)
Scientific-Humanistic Course on Languages and Humanities
- 2017–2020 **Degree on Administrative Assistance and Translation**
Porto Accounting and Business School (ISCAP) (Portugal)
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- Acquired knowledge with the course:
- Business English: vocabulary and cultural concepts within diverse contexts such as business, formal writing and speech, and law.
 - Basic level in German and Russian.
 - Translation theories.
 - Ability to use Computer-assisted translation tools (CAT tools) such as SDL Trados, SDL Passolo, SDL MultiTerm and Subtitle Workshop.
 - Ability to use databases, translation memories and dictionaries with the CAT tools.
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- Microsoft Word knowledge: tables, content controls for forms, table of contents, bibliographical references, spelling check and word count.
 - Microsoft Excel basic knowledge: Sum and subtraction, date and time, macros and finding cells (VLOOKUP and HLOOKUP).
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- Basic concepts of management, economics and law.
 - Knowledge about the communications inside companies, the creation of companies, public relations and event planning.
 - Writing and letter rules in a formal context.
 - Elements of meetings such as minutes, convening, planning and follow-ups.

PERSONAL SKILLS

Mother tongue(s) Português

Foreign language(s)

UNDERSTANDING	SPEAKING	WRITING

	Listening	Reading	Spoken interaction	Spoken production	
Inglês	C1	C1	B2	B2	C1
Alemão	A1	A1	A1	A1	A1
Russo	A1	A1	A1	A1	A1
Espanhol	B1	B1	A2	A2	B1

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user
Common European Framework of Reference for Languages

Communication skills

- Good English level acquired with education and continuous contact with the language.
- Basic German and Russian level gained through the ongoing degree.
- Some knowledge of the spanish language gained through 3 years of learning in elementary school.

Digital skills

SELF-ASSESSMENT				
Information processing	Communication	Content creation	Safety	Problem-solving
Independent user	Independent user	Basic user	Independent user	Basic user

Digital skills - Self-assessment grid

Self-acquired and acquired through education:

- Ability to create and edit simple digital content with tools such as PhotoScape and Paint.
- Ability to communicate through email, social media, Skype, etc.
- Ability to create PowerPoint presentations and brochures with Publisher.
- Ability to use Google Docs to create and edit files online.
- Ability to use different websites and programs for backups and storage through the cloud (Onedrive, Google Docs, MEGA, Dropbox, etc.).