

Karina Ávila

38 years old – Brazilian
Married with two dependents – South African husband
Permanent Residence

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A. PROFILE SUMMARY

I am a self motivated person, who has passion to work with people. I always seek to have excellence in every work I do and responsibility, perfectionism, team spirit and good communication are few of the vital points in every work I am involved with.

Throughout my carrier I have gained a very solid experience in how to deal and manage people in order to accomplish the goals of my duties and grow in my professional life.

B. PROFESSIONAL QUALIFICATION

- 2013: IPED – Online training
Project Management
- 2003 – 2004: Seminary of Christian Education
Master in Missiology/Anthropology
- 2002: Northwest Centre of World Missions
Pos Graduation in Missiology
- 1997 – 2001: University Tuiuti of Paraná
Bachelor in Occupational Therapy
- 1992-1995: Brazilian Baptist College
Matric (Grade 12)

C. PROFESSIONAL EXPERIENCE

- PRESENT

Company: Ávila Translation Services (ATS), web based.
Position: CEO
Responsibilities:

- Project management of all language services provided to clients.
- Recruitment of native language professionals.
- Communication with all clients/Customer services.

- MAY 2015

Company: Shoprigh/Checkers Group, Johannesburg, RSA.
Position: Portuguese Translator
Responsibilities: - Translation from English to Portuguese of Material for Multichoice content directed to Angolan market.

- AUGUST 2014 TO MARCH 2015

Company: Competence Online, Johannesburg, RSA.
Position: Portuguese Translator, Voice-over & Project Mannager
Responsibilities: - Translate from English to Portuguese the online training for Otis Elevator and record voice-over of the content.
- Project management of 20 translators for the Online Otis Elevator Safety Trainning Program.

- FEBRUARY TO DECEMBER 2013

Company: Digital Outsource Services, Cape Town, RSA.
Position: Portuguese Host – Market Development
Responsibilities: - Deal with Portuguese speaking clients in different levels of communication (e-mail, telephone calls, on line chat).
- Sell packages/products.
- Market the company/products to increase the numbers of clients.
- Offer the best entertaining experience to clients.

- JANUARY TO DECEMBER 2012

Company: CCAA, Castro, Brazil.
Position: English Teacher
Responsibilities: - Lead a conversation group and teach intermediate level.

Company: *Associação de Assistência Social de Castrolanda*: Castro, Brasil.
Position: Director of the Day Care and Coordinator of the NGO
Responsibilities: - Manage all the activities daily, in the following sector: Cleaning, kitchen, social educators, administrative, social assistance and psychology.
- Participate as counselor of the Municipal Council of the Child and Teenager of Castro, representing the NGO.
- Define and create a Day Care calendar, organize the classes, the weekly schedule and distribute the students in the classes. (over 300 children).

- Elaborate and follow the development of the workshops: dance, sports, handcraft, Chore, phisicomotricity, music, drama, computer, ballet, gym and others.
- Lead the meetings with employees to plan new projects and evaluate the projects in development.
- Assist the child and the teenager according to their needs and guide them to social assistance, psychology and other departments.
- Contract employees and arrange for substitution in case of absence or resignation.
- Create and coordinate/manage the development of social projects.

• JANUARY TO SEPTEMBER 2011

Company: *MEDIA 24*, Cape Town, RSA.
Position: Freelance Translator (Portuguese-English/English-Portuguese)
Responsibilities: - Translate articles from Brazilian publisher (Editora Abril) to be published by Media 24 magazines.

Company: *I lungile Projects* - Architects, Cape Town, RSA.
Position: Portuguese Consultant and Business Network
Responsibilities: - Assist with investigation of possible business in the construction field in Angola, Mozambique and Brazil.
 - Support communication and translation of documents
 - Portuguese Language Training

Company: *Ukusiza Properties*, Cape Town, RSA
Position: Portuguese Consultant and Business Network
Responsibilities: - Assist with investigation of possible business in the construction field in Mozambique and Brazil.
 - Support communication and translation of documents

Company: *African Biomass Corporation*, Port Luis, Mauritius
Position: Portuguese Consultant and Business Network
Responsibilities: - Assist with translation of documents for business negotiations in Mozambique.

• JANUARY TO JUNE 2010

Company: *Southern Sun Cape Sun*, Cape Town, RSA.
Position: Portuguese Consultant
Responsibilities: - Language Training (10 people) in preparation to receive Brazilian guests during the World Cup.

Company: *MIH Internet Africa*, Cape Town, RSA.
Position: Portuguese Consultant

Responsibilities: - Exposure of Brazilian Culture and Business Relationships – Presentation of Workshop: “Brazil – your business destination”
- Introductory Language Training

Company: *Epping Private Market*, Cape Town, RSA.

Position: Language Tutor

Responsibilities: - Portuguese Language Training

• JANUARY TO DECEMBER 2009

Company: *I lungile projects* – Architects, Cape Town, RSA.

Position: Portuguese Consultant and Business Network

Responsibilities: - Assist with investigation of possible business in the construction field in Angola, Mozambique and Brazil.
- Support communication and translation of documents

Company: *VIA MEDIA*, Cape Town, RSA

Position: Portuguese Consultant & Business Network

Responsibilities: - Assist with communication and investigation of Brazilian market in the cell phone content industry.

Company: *Intaka Tech*; Cape Town, RSA.

Position: Language Tutor

Responsibilities: - Assist with language training to engineering personal involved with projects in Angola.

Company: *Pure Liquid Editing*, Cape Town, RSA

Position: Portuguese Consultant

Responsibilities: - Translation of video document - Angola.

Company: *Soccer Laduma Newspaper*, Cape Town, RSA

Position: Language Tutor

Responsibilities: - Assist with language training in preparation to enter Brazilian market.

Company: *JVE Civil Engineers Incorporated*, Cape Town, RSA

Position: Language Tutor

Responsibilities: - Assist with language training in preparation to enter Angolan market.

Company: *Ukusiza Properties*, Cape Town, RSA

Position: Portuguese Consultant and Business Network

Responsibilities: - Assist with investigation of possible business in the construction field in Mozambique and Brazil.
- Support communication and translation of documents

Company: *BottlePlatePillow Productions*, Cape Town, RSA

Position: Youtube Video Presenter

Responsibilities: - Present South Africa to the Portuguese community around the world, focusing in the 2010 Football World Cup.

• JULY TO DECEMBER 2008

Company: I lungile projects – Architects, Cape Town, RSA.

Position: Portuguese Consultant and Business Network

Responsibilities: - Assist with investigation of possible business in the construction field in Angola, Mozambique and Brazil.
Support communication and translation of documents

• APRIL TO OCTOBER 2005

Company: SAM (SCHWEIZER ALLIANZ MISSION): Benguela, Angola.

Position: Coordinator of the Program for Prevention of Disabilities in Leprosy

Responsibilities: - Planning and Implement a working program for a new rehabilitation center.
- Daily supervision of rehabilitation center with 3 staff members.
- Support the Angolan National Program for Leprosy, visiting the Clinics and provide training to local nurses.
- Supervision of activities concerning to Prevention of Disabilities in Leprosy, in Benguela and near villages.
- Written of a document on Prevention of Disabilities in Leprosy to be used as the official document to support the Angolan National Program.

D. LANGUAGE KNOWLEDGE

- English: Fluent.
- French: Basic.
- Spanish: Basic.
- Afrikaans: Basic.
- Portuguese: Home language.

E. SOFTWARE KNOWLEDGE

- Windows / MS Word / Excel / Power Point.
- Other Software's (for internal use of the companies that I worked with).

F. HOBBIES

- Music
- Sports (used to play soccer, basketball and volleyball for clubs in Brazil)
- Cooking
- Reading