

# Carla Cristiana Dutra de Almeida Furtado



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Date of Birth: 26/12/1973

**Goal: Translation / proofreading / editing / subtitling / Project Manager**

## Graduation

- 📖 Superior : **UNIBERO – Centro Universitário Ibero-Americano**  
Course: Teaching – English/Portuguese - Jun/2001  
**UNIBERO – Centro Universitário Ibero-Americano**  
Course: Translator Interpreter - English/Portuguese - Dec/2000
- 📖 High School : **EEPSG "Prof. Alberto Conte" – Teaching Course - 1992**

## Complementary Courses

- ✂ English - Cultura Inglesa São Paulo – from Feb/93 to Nov/96 (Advanced)
- ✂ Spanish - Faculdade Ibero Americana - from Feb/97 to Dec/98 (Advanced)
- ✂ Spanish – Language and Culture – University of Salamanca (Spain) – jul/01 (Advanced)
- ✂ Italian - Basic

## Other Activities

- ✂ Translation and proofreading (IT, Oil & Gas, Mechanics, Legal, Equipment, Market research, Medicine, Education, Automotive, Games, Healthcare, Software, Hardware, Subtitling)
- ✂ TRADOS deep knowledge and courses and training for translators. Training from the basic use, since installation until advances use of tools and resources.
- ✂ Project Management for large/small projects. I work as a Freelancer project manager for a French translation agency. My main responsibilities are: contacts with clients and new translator and proofreader; project creation in Studio or other CAT tool; project monitoring during translation and review; final QA and project delivery to the customer; I analyze the source document, provide status update to the client, and ensure prompt delivery of the document or file; I use to negotiate prices with the translation team and register the projects at Project management software; I teach translators to use new CAT tools and help in any problem that could appear during translation or proofreading process; search for new clients; help in some administrative questions; meetings with new clients; help to search new linguists.

## Professional Description

I've worked in many projects as Education, Medical documents, case studies, and equipment (cardiology, pregnancy, ophthalmology, health care, oncology, ultrasound equipment, drugs, covid, etc), E-learning, Marketing, IT (software, hardware, UI, Cybersecurity, network...), Legal documents, equipment, mechanical documents, manuals, games (more than 800k words PT PT and PT BR), toys, marketing research, etc. Audio and Video transcription, and QA checking. Series subtitling (more than 900 hours)

I can translate from English and Spanish to Brazilian Portuguese and European Portuguese.

I am Brazilian but I live in Portugal for 8 years and I use to translate and review texts for European Portuguese since 2016.

Projects translated into PT PT: Adobe, Aon, DeepCool, JCI, ICON, GE, BBVA, TE Connectivity, PatPat, Eurekakids, Eurofirms, Fnac, Toys, Games, Medical documents, Legal documents, series subtitling (more than 500 hours), education, foods, etc.

Cat tools: Trados Studio 2019 (License), Idiom 9, SDLX, memoQ 6.3 (License), Passolo, XTM, Mensource

Terminology management: MultiTerm, X-bench

Subtitle software: Aegisub and OOONA, as online tool, but I can use other if necessary

## References:

**Company** : HeliCo® Translation (Turkey)

**Job** : Reviewer **Period** : since 10.2022

**Developed Activities:** Proofreading different projects

**Languages:** English - PTBR and PTPT **Translation Software:** Memsorce

**Company** : PPD Investigator Services, LLC, (USA)

**Job** : Translator **Period** : since 08.2022

**Developed Activities:** Translation

**Languages:** English - PTBR and PTPT **Translation Software:** Trados Studio

**Company** : U.S. Translation Company, (USA)

**Job** : Translator **Period** : since 08.2022

**Developed Activities:** Translation

**Languages:** English - PTBR and PTPT **Translation Software:** Trados Studio

**Company** : Gaia Localize, (Sidney)

**Job** : Translator **Period** : since 07.2022

**Developed Activities:** Translation

**Languages:** English - PTBR and PTPT **Translation Software:** Trados Studio

**Company** : Optimational OÜ (Estonia)

**Job** : Translator **Period** : since 04.2022

**Developed Activities:** Translation

**Languages:** English - PTPT **Translation Software:** OOONA

**Company** : ITransmaster, (USA)

**Job** : Translator **Period** : since 04.2022

**Developed Activities:** Translation

**Languages:** English - PTBR and PTPT **Translation Software:** Trados Studio

**Company** : Studio Traduction (France)

**Job** : Freelancer Project Manager **Period** : from 03.2021 to 12.2023

**Developed Activities:** Project Management for large/small projects. I work as a Freelancer project manager for a French translation agency. My main responsibilities are: contacts with clients and new translator and proofreader; project creation in Studio or other CAT tool; project monitoring during translation and review; final QA and project delivery to the costumer; I analyze the source document, provide status update to the client, and ensure prompt delivery of the document or file; I use to negotiate prices with the translation team and register the projects at Project management software; I teach translators to use new CAT tools and help in any problem that could appear during translation or proofreading process; search for new clients; help in some administrative questions; meetings with new clients; help to search new linguists.

**Company** : Braahmam Net Solutions (India)

**Job** : Translator **Period** : since 03.2021

**Developed Activities:** Translation (Technical)

**Languages:** English - PTBR and PTPT **Translation Software:** online software

**Company** : Lingual Consultancy Services (India)  
**Job** : Translator **Period** : since 08.2020  
**Developed Activities:** Translation (Films and series)  
**Languages:** English - PTPT **Translation Software:** online software

**Company** : Translation in India (India)  
**Job** : Translator **Period** : since 03.2020  
**Developed Activities:** Translation (Manuals, Law)  
**Languages:** English – PTBR and PTPT **Translation Software:** Trados Studio

**Company** : Shree language Services (India)  
**Job** : Translator **Period** : since 07.2019  
**Developed Activities:** Translation  
**Languages:** English - PTBR and PTPT **Translation Software:** Trados Studio

**Company** : Andovar (Singapore)  
**Job** : Translator **Period** : since 07.2019  
**Developed Activities:** Transcription (Audio)  
**Languages:** English – PTBR **Translation Software:** Transcriber

**Company** : Europe Localize (Poland)  
**Job** : Translator **Period** : since 06.2019  
**Developed Activities:** Translation (Technical)  
**Languages:** English – PTBR **Translation Software:** Trados Studio

**Company** : Studio Traduction (France)  
**Job** : Translator, Proofreader **Period** : from 02.2019 to 12.2023  
**Developed Activities:** Translation (Technical, Law, gaming)  
**Languages:** English – PTBR and PTPT and English - IT **Translation Software:** Trados Studio, MemoQ  
Memsourse, XTM

**Company** : EASYWITHUS, Ltd (USA)  
**Job** : Translator, Proofreader / Editor **Period** : since 12.2018  
**Developed Activities:** Translation. (Dental, Medical, IT)  
**Languages:** English – PTBR **Translation Software:** Poedit and Trados Studio

**Company** : Translatus (Poland)  
**Job** : Translator **Period** : since 08.2017  
**Developed Activities:** Translation (All files)  
**Languages:** English – PTBR and PTPT **Translation Software:** Trados Studio and MemoQ

**Company** : Zab Translations (USA)  
**Job** : Translator **Period** : since 11.2016  
**Developed Activities:** Translation (Technical (Canvas))  
**Languages:** English - PTPT **Translation Software:** Trados Studio

**Company** : Traductions Serge Belair inc., (Montreal)  
**Job** : Translator **Period** : since 02.2016  
**Developed Activities:** Translation (General)  
**Languages:** English – PTBR and PTPT and English - IT **Translation Software:** Trados Studio

**Company** : Integrated Language Solutions Pvt. Ltd (India)  
**Job** : Translator **Period** : since 12.2015  
**Developed Activities:** Translation. (General)  
**Languages:** English – PTBR **Translation Software:** Trados

**Company** : Tick Translations (Spain)  
**Job** : Translator, Proofreader / Editor **Period** : since 10.2014  
**Developed Activities:** Translation. (Finance, General, Law, Education, Food, Marketing Research)  
**Languages:** English and Spanish – PTBR and PTPT **Translation Software:** Trados Studio

**Company** : Feenix language (Bangalore)  
**Job** : Translator **Period** : since 03.2013  
**Developed Activities:** Translation. (Law)  
**Languages:** English – PTBR and PTPT **Translation Software:** Trados

**Company** : Tradumet (Spain)  
**Job** : Translator **Period** : since 07.2012  
**Developed Activities:** Translation. (Equipment)  
**Languages:** Spanish – PTBR **Translation Software:** Trados, MemoQ

**Company** : Good Enterprise SZ Limited (China)  
**Job** : Translator, Proofreader / Editor **Period** : since 04.2012  
**Developed Activities:** Translation. (TI, Marketing, Equipment)  
**Languages:** English – PTBR **Translation Software:** Trados

**Company** : Traducta (Brazil)  
**Job** : Project Manager **Period** : from 11.2009 to 01.2011  
**Developed Activities:** Manage all projects from Brazil and Portugal. Look for translators; control of all translations; QA.  
**Languages:** English and Spanish – PTBR **Translation Software:** Trados, Transit, Idiom

**Company** : Traducta (Portugal)  
**Job** : Translator and Proofreader **Period** :from 11.2008 to 07.2010  
**Developed Activities:** Translation. (IT)  
**Languages:** English – PTBR **Translation Software:** Trados, Transit, Idiom

**Company** : Verlag Automobil Writchaft do Brasil Ltda.  
**Job** : Translator **Period** : from 07.2004 to 05.2006  
**Developed Activities:** Project manager assistant. Translation (English and Spanish)  
**Languages:** English and Spanish – PTBR **Translation Software:** Trados and Transit