**Cristine P. Machado**

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**Seeking for a challenging position of translator**

A highly talented Translator with enormous experience in translating documents and other materials from Portuguese to English and vice versa; deep track record of reading materials and rewriting them in either language, following established rules pertaining to factors such as word meanings, sentence structure, grammar, punctuation, and mechanics; well recognized specialist in legal documentation both in Portuguese and English.

**Summary of Qualifications**

* Over nine years of experience translating English/Portuguese.
* Special skills with command of idiomatic Portuguese and English language and grammar.
* Extensive knowledge of vocabulary and culture in both languages.
* Extremely high level of fluency in Portuguese as well as English.
* Ability to edit and review other translations.
* Specialized in legal documents translation.
* Remarkable interpreting skills.
* Excellent computer/word-processing skills.
* Uncommon ability to work independently to solve problems while demonstrating good organizational skills.
* Great attention to detail with excellent work ethic.
* Unmatchable willingness and skills in research activities.
* Punctuality is priority as well as quality work.
* Deep knowledge of Several Cultures and strong fluency also in Spanish and entry-level of French and Russian languages.

**Professional Experience**

**Freelance Translator** 2006 - Present

* Translation of Certificates such as Birth, Marriage, Death and other legal documents, taxes, passport, immigration, etc.
* Guaranteed secured information provided for any type of translation
* Examined legal documents submitted to court for adherence to law or court procedures
* Translation of Electronic Manuals,
* Food labels, Recipe Books,
* Express Translation for all types of urgent documents

**State Bank – Brazil**                          2001 - 2005  
  
**English Translator Import/Export Department**   
  
**Position Summary:** Responsible for the accurate creation of translated and localized Portuguese and English content for a variety of language projects including international commerce transactions, creation of contracts, financial transactions, personal and phone contact with international clients.

* Provide language/linguistic skills to convert highly technical product descriptions from English to Portuguese with translations that are accurate and reflect the style and manner of expression of native Portuguese-speaking people.
* Translate and localize creative copy to retain the essence of the intended messaging.
* Responsible for following and implementing the company's [quality assurance](http://www.jobbankusa.com/resumes/free_samples/examples_templates_formats/translator.html) policies and procedures.
* Work closely with engineering and marketing leaders to understand product, sales, and distribution successful transactions.
* Creation of international contracts, including legal procedures
* Assistance in all areas of the department with language and communication issues.

**The Superior Court of Porto Alegre - Brazil** 2000 - 2005  
  
**Court Interpreter (Portuguese - English)**

* Interpreted from Portuguese to English and vice versa using simultaneous and consecutive modes at court proceedings and for other court-related departments at the direction of the court.
* Made sight translations for the benefit of the court of documents including, but not limited to, court petitions, reports, waivers, felony disposition statement forms, and other documents.
* Interpreted for judges, attorneys, court staff, and other court-related departments at the direction of the court.
* Interpreted between languages in court proceedings.
* Brought to the court's attention any items that may impede the interpreters' performance.
* Researched and understood legal terminology used in court and functions of the court.

**Education**  
  
**South University, GA – U.S**

BA Legal Studies – Current in Class – GPA 3.9  
  
**Unisinos - Brazil**  
Associate of Administration - International Business (2005)

**CPP – School of Portuguese - Brazil**  
Certified Professional of the Portuguese Language (2002)