**Cynara Saraiva **

**Combination language:** English>Brazilian Portuguese **Email:** cynara.saraiva@hotmail.com

**Skype:** cynara.saraiva - **Viber:** Cynara Saraiva **Tel:** (UTC/GMT -3) +(55-85) 99915-7335

<http://www.proz.com/translator/828554> **Tel:** (UTC/GMT -3) +(55-85) 98575-0075

<http://www.translationdirectory.com/translators/english_portuguese/cynara_saraiva.php> <http://cynara.translatorscafe.com>

**Skills and Proficiencies**

* 15 years work experience in United States (California, Hawaii, Louisiana, Florida, Massachusetts).
* My fields of experience are: Business (Commercial, Marketing, Insurance, Accounting, Real Estate, Management, Logistic/Transportation, Economics), Entertainment (Travel, Hospitality, Tourism, Sport), Foreign Trade (International Business), Education, General, Food, TV, Books, Health, Web and Internet, to name a few.
* Proficient in SDL Trados Studio 2015; Wordfast Anywhere, CafeTran Espresso; MS Office 365; Windows 7/8/10
* Daily Average Production: 2000 words

**Education**

* Bachelor of Arts – Business Administration from University 7 de Setembro - Brazil.
* Post Graduate – English>Brazilian Portuguese Translation from University Estácio de Sá - Brazil
* Specialization in Translation (EN>ptBR) from Daniel Brilhante de Brito - Brazil.

**Courses Certificates in Brazil**

* Software and IT Translation Techniques from Geronymus Especialização de Tradutores.
* Port Logistics and Inspection of Containers from Capacitar RH.
* Techniques in Real Estate Transactions from CETREDE.
* Starting a Small Business from SEBRAE.
* First Certificate in English from Cultura Inglesa.
* Certificate in English (ESOL Examinations).

**Courses Certificate in USA**

* International Business Certificate from University of San Diego, San Diego, CA.
* Basic Bookkeeping Certificate from Kelsey & Jenny Business College, San Diego, CA.
* Advanced English for Foreign Students from UCSD, San Diego, CA.
* Bank Cashier Certificate from Hawaii Business College, Oahu, HI.

**Professional Experience in Translation**

2014 – Present The Native English Company ([www.thenativeenglishcompany.com](http://www.thenativeenglishcompany.com)): Translation in general

**Volunteer Translation**

2017 – Present The Ugly Duckling Company ([www.theuglyducklingcompany.com](http://www.theuglyducklingcompany.com)): Translation in education.

2017 – Present Global Voices (<https://globalvoices.org>): Website articles in a variety of subjects. <http://bit.ly/CS-NetflixPutinLaw> / <http://bit.ly/CS-RussiaBanApps> / <http://bit.ly/CS-TurnbullMocksTrump>

**Translations Portfolio:** <http://bit.ly/Cynara-Portfolio>

**Professional Experience in Brazil**

* Freelance English Teacher 🟇 2013 – 2017
* Operational and Administrative Assistant Manager at Riviera Aquiraz Golf Club 🟇 2012 – 2013
* Real Estate Agent at Viva Real Estate 🟇 2011 – 2012
* Guest Central Services Assistant Manager at Gran Marquise Hotel 🟇 2011

**Professional Experience in USA**

* International Sales Agent of Cashew Nuts and Cashew Nuts Shell Liquid at Hudson International (Foreign Trade Firm) 🟇 2003 – 2010
* Mail/Package Clerk/Office Assistant at DHL Worldwide Express (Logistic/Transportation Company)🟇 2002 – 2003
* Receptionist/Loan Processor Assistant at Plaza Mortgage Co. Inc. (Real Estate Firm) 🟇 2001 – 2002
* International Sales Agent of Cashew Nuts at Agroindustrial Gomes Ltda. (Foreign Trade Firm) 🟇 1997 – 2001
* Records Clerk at Accountemps/Office Team Temporary Agency 🟇 1996 - 1997
* Bookkeeper Assistant/Receptionist/Data Entry at Jeff Michaelson & Co., CPA. (Accounting Firm) 🟇 1994 – 1996

**PC configuration:** OS: Windows 10 HomeProcessor: Intel(R) Core(TM) i7-6500U CPU 2.50GHz

 Installed memory (RAM): 8.00 GB System type: 64-bit Operating System, x64-base processor