**GIOVANA M ANDERSON**

**Giovana.Anderson@my.ndsu.edu**

**gigi@bptr.com**

**626 East Highland Avenue**

**Fergus Falls, MN 56537**

**218-770-6653**

**OBJECTIVE**

* Looking for an opportunity to translate for a successful and ambitious company.

**SUMMARY OF SKILLS**

* A multi-skilled, reliable & talented translator with a proven ability to translate written documents from a source language to a target language
* Extensive experience as a Quality Assurance Supervisor
* Thorough knowledge of HACCP regulations, principles and standards
* Well organized; strong in planning and implementing programs
* Highly effective in promoting a positive, productive work environment
* A quick learner who can absorb new ideas & can communicate clearly & effectively with people from all social & professional backgrounds.
* Well mannered, articulate & fully aware of diversity & multicultural issues.
* Flexible in the ability to adapt to challenges when they arise & at the same time remaining aware of professional roles & boundaries
* Able to work to tight deadlines
* Able to prioritize work

**PROFESSIONAL EXPERIENCE**

**English- Portuguese Translator**

* Researching legal & technical phraseology to ensure the correct translation is used
* Liaising with clients to discuss any unclear points
* Providing guidance & feedback & creating customer-specific style guides
* Translation of documents/letters from Portuguese < > English
* CAT tools: SDL Trados, In Design
* Reviewing and proofreading mother-tongue text
* Conducting face-to-face interpreting.

**Quality Assurance**

* Followed USDA requirements for poultry plant
* Ensured fruits were not used past expiration date
* Implemented Environmental Sampling and improved bacteria counting
* Reassessed HACCP plan and all programs involved in the poultry establishment
* Trained and helped Burmese employees by translating documents and making signs.

**Inspection**

* Ensured humane handling was conducted
* Enforced federal meat and poultry inspection procedures prior to slaughter
* Inspected and monitored various foods at farmers markets such as meat, poultry, fruits and vegetables
* Inspected and investigated grocery stores, convenience stores, warehouses, bakeries and manufactures
* Ensured establishments met requirements of the pathogen reduction, hazard analysis and critical control point regulations

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**Supervisor**

* Completed daily reports
* Updated the HACCP plan
* Oversaw day to day plant operations
* Processed meat for sale and research
* Mentored and trained over 10 employees
* Supervised 30 employees to maintain quality assurance

**EMPLOYMENT - 2013**

2013-Present **Brazilian Portuguese Translator** Brazilian Portuguese Translator Fergus Falls, MN

2012-2013 **Agricultural Specialist**  MN Department of Agriculture, St. Paul, MN

2012 **Quality Assurance Manager** TFC Poultry*,* Ashby, MN

2011- 2012**Research Analysis** USDA ARS Biosciences Research Laboratory, Red River Valley, Fargo, ND

2007- 2009 **Internship- USDA, FSIS, and EIAO** Pelican Rapids, MN. Fargo, ND. Casselton, ND. Ashby, MN, West Fargo, ND

**EDUCATION**

**Masters of Science, Food Safety**, NDSU, Fargo, ND GPA: 3.8

**Bachelor’s in Food Engineering**, UNIFEB, Brazil

**CERTIFICATIONS & AWARDS**

**CTP (Global Translation Institute),** Certified Translator English<> Portuguese

**Instructor/Proctor**, ServSafe Certificate #1133861

**ORAU Trainings**: T101-05, MIC01-MICI15, FI06, FDA01, 001,16,17, 18,24,35,36,38,45; EHS02,15; Plunket’s; Allergens

**HACCP Training**, NDSU

**Certified Food Manager**, ServSafe

**Principles of Supervision**, Oakland Community College

**Nutrition Technician**, Centro Paula Souza

**Human Rights Commission**, appointed by Mr. Hal Leland (Fergus Falls Mayor)

**LAUGUAGE**

Fluent in English

Fluent in Portuguese

Intermediate in Spanish