Hildeberto Rodrigues

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 Freelance Translator

**PERSONNAL SUMMARY:** A multi-skilled reliable translator with proven ability to translate written documents from source language into target language. A quick learner who can absorb new ideas, communicate clearly and effectively with people from different social and professional backgrounds. Well mannered, friendly, articulate and aware of diversity and multicultural issues, flexible to adapt to challenges and at same time, remaining aware of professional, boundaries. I would like to work as a translator for a successful and ambitious company that offers great opportunities for career development and progression.

**KEY SKILLS AND COMPETENCIES**

Able to fluently speak Portuguese, English, and Spanish

Excellent communication and social skills

Detail orientated and able to prioritise work

Willing to travel and work under pressure to thigh deadlines

Skilled with Word, Excel and Microsoft Outlook and Gmail

**WORK EXPERIENCE**

**Today Translations: January 2009 - 2012**

**Applied Languages Solutions: March 2010**

I work freelance for these translation agencies providing various translation and interpretation services to clients where needed. Work consists in converting documents and articles from one language into another and ensuring that the finished converted articles relay the intended message as clearly as possible.

Duties:

Research 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 foreign language & vice versa

Conducting face-to-face interpreting

Telephone interpreting

Working as translator for Law firms and Hospitals

Excellent English speaking and writing skills

**Services provided on behalf of Today Translations:**

**Principal Registry of Family Division**

**Inner City & Family proceedings court**

**Royal National Orthopedic Hospital**

**Duncan Lewis & Co Solicitors**

**Son Macmillan Walker Solicitors**

**TV Edwards Solicitors**

**LLM Solicitors**

**Nandos Chickenland Ltd: June 2002/ Nov 2008**

Supervisor/ Assistant Manager:

I started as catering griller position and achieved a managerial position. My duties included recruitment of new staff, organized company inductions, training on health and safety standards. I attended management meetings, promotional events, helped the team achieve business targets.

 I monitored operations, members of staff, stocktaking, purchased orders from suppliers. Briefed and delegated roles to staff on shift, dealt with customer queries and concerns, conducted bank takings at start and end of shift and refloated tills.

**ACADEMIC QUALIFICATIONS:**

BA Linguistics and Language (SPANISH) – Birkbeck College University of London – 2008/2013

 Year 3 Student: This programme familiarises with the central ideas and concerns of contemporary linguistics. Learning to reflect on the nature and functions of language and analyse language data from various social, cultural, psychological and theoretical perspectives, using a range of methodologies. In addition, l study a range of cross-cultural and comparative issues relating to literature, film, the visual arts and contemporary history in various European, and Latin American Cultures.

 Business Training Course – East London Small Business Centre Ltd – May 2009

Certificate Legal Method English Law (Higher Education) - Birkbeck University of London- 2002/2003 Merit award – This programme familiarizes with legal skills, reading law, Law and Due process, introduction to Human Rights and EU Law.

Cambridge First Certificate (English) – Newham College of further education – 1999/2000

Grade – C

 English for Speakers of other languages certificate (English) - Newham College FE- 1998/1999

Grade – C

**References:**

References available on request