**e-mail:** [**lsirovich@yahoo.com**](mailto:lsirovich@yahoo.com)

**PROFESSIONAL EXPERIENCE**

**English / Portuguese Professional Translator**

**International Business Consultant**

**Import/ Export Manager**

**Industrial Electronic Technician**

**Nahuz & Sirovich Traduções Jurídicas e Comerciais Ltda. - Rio de Janeiro/ RJ - Since 2009**

Professional translator - Partner - CEO

* Fields of expertise: legal, technical, mechanical, electrical and electronic industry, import and export, international transport, oil and gas, insurance, international agreement, civil construction, business, real estate.
* General management.
* Registered with National Organization for Oil Industry - ONIP as qualified supplier to the petroleum industry.
* Average translation amount performed up to October 2014 = 500,000 words/yr.

**Federal Court System free legal aid court appointed translation expert English/ Portuguese – RJ-ES – 2009/2014.**

**Atlantis Trading & Consulting – Miami, FL – USA – 2004 – 2009**

Professional translator/ CEO / Business Consultant

* **Translation of foreign trade documents, international agreements, letter of credit, deeds, e-mails, minutes (English/ Portuguese).**
* **Consecutive interpretation of teleconferences between the company in Brazil and suppliers in the US (English/ Portuguese).**
* Foreign trade consultancy for US based company TNC Cargo & Trading Corp., a branch of TN Industrial S/A.
* International transport insurance contracting.
* Preparation of spreadsheets in Excel.
* Negotiations with banks, international payments and opening of letters of credit (L/C's).
* Pre-shipment inspections (PSI).
* Contracting international transportation services, adequacy of the goods and export documentation at the supplier in order to accomplish with Brazilian legislation and customs requirements, meetings with attorneys and accountants of the company, UBS Bank and Regions Bank (California, Washington DC, New York, Virginia, Florida, Texas).
* Price quotation and acquisition of goods and services, pre-shipment inspections (PSI) and shipment of goods, international banking negotiation of L/C and credit lines, air and ocean cargo tariff negotiations.
* Annual average exported amount: US$8,000,000.00.

**TN Industrial S/A – Rio de Janeiro/RJ – 2001 - 2004**

Supply and Importation Manager

* Annual average imported amount: US$10,000,000.00 in printers and supplies from the US, Japan and Germany.
* **Translation of foreign trade documents, international agreements, letter of credit, deeds, e-mails, minutes - (English/ Portuguese - more than 15,000 documents).**
* **Consecutive interpretation (English/ Portuguese) in meetings with foreign suppliers.**
* Internal lead auditor during the proceedings of ISO9000 standard.
* Domestic and international insurance contracting.
* Preparation of control spreadsheets in Excel.
* Banking negotiations, international payments, foreign exchange contract, letters of credit
* Imported cargo inspection.
* Business trips to USA to negotiate with suppliers, inspect cargo (pre-shipment), contract international transport, adequacy of goods and export documentation to accomplish with Brazilian standards and customs requirements, meetings with attorneys and accountants, meetings at UBS Bank and Regions Bank (New York, Florida, Texas).
* General management of the American subsidiary TNC Cargo & Trading Corp.
* Pitney Bowes Latin America Division Project - US$12,000,000.00 - I was in charge of receiving the goods FCA Miami at the airline facility, performing pre-shipment inspection, chartering freighters and follow up shipment.
* Control of payment to suppliers in the US.
* Preparation of annual tax returns of TNC Cargo & Trading Corp. and maintenance of licenses and operating registry with the American government.
* International transport logistics.
* Control and follow up customs release of the goods at the port of Rio de Janeiro and international Airport of Rio de Janeiro.
* Development of new service providers.
* Preparation of purchase orders.

**NGO - Ação da Cidadania contra a Fome e pela Vida – 2001**

* Translation services (English/Portuguese).

**Harbor Point - Cape Cod – Massachusetts - 2000**

Commercial Assistant, Translator and Interpreter

* **Translation and Interpreting Services - English/Portuguese.**
* General Service’s administration.

**L. Sirovich Comércio Internacional Ltda. BH/MG 1996 – 2000**

Professional Translator - International Business Consultant - Partner - CEO

* **Translation of foreign trade and technical documents (English/ Portuguese) for products adequacy to the US market.**
* **Translation of technical manuals of imported products.**
* I carried out monthly business trips to the US for visiting suppliers, business prospecting and market research in New York, Miami and Massachusetts (more than 40 business trips).
* Participation in trade shows in Florida representing Brazilian companies.
* Procurement for Brazilian companies.
* Logistics.
* Sales representative and distributor for the US company Ergodyne in Brazil.
* Participation in the International Hotel, Motel + Restaurant Show – Jacob K. Javits Convention Center – NYC - NY.
* Exhibitor in the II America’s Food and Beverage Show in Miami representing Conap – National Beekeepers Cooperative from Belo Horizonte.
* I participated in the Business Round of the Program for Business Expansion with the US promoted by the Foundation for Entrepreneurship & Strategic Partnering in Miami, FL- EUA, representing Conap.
* Direct results: the company acquired a better vision about the US market with a large list of competitors, similar products and market prices enabling price and product adequacy improving competitiveness. Through the trade show and visits to importers and distributors were introduced products to importers and distributors. It was carried out a research on the requirements for packaging with the FDA and USDA resulting on the adequacy of the products. I have translated all the marketing material and packaging from Portuguese to English and Spanish.

**Nordberg Industrial Ltda. (Metso crushing plants) – BH/MG – 1995 – 1996**

Import and Export Analyst

* **Translation of foreign trade documents (English and Spanish)**
* Business contacts with clients in South America (Chile, Bolivia, Peru and Venezuela) and company's worldwide offices (USA, Europe and South Africa).
* Supply agreement negotiations with customers abroad.
* Negotiation of credit lines with BNDES.
* Letter of credit analysis and negotiation.
* Import and export logistics (air, ocean and road (Mercosur) international transport).

**Beloquartz Minerais do Brasil Ltda. – BH/MG – 1993-1994**

Export Manager

* **Translation of technical and import/ export documents.**
* Customer contacts and business development in Canada, USA and Europe.
* Preparation of export documentation.
* Customs clearance at the airports of Rio de Janeiro, São Paulo and Belo Horizonte.
* Letter of Credit analysis and negotiation.
* Transport logistics on exportation.
* Computerization of control procedures and documents.
* Financial negotiations with banks (foreign exchange contracting, letters of credit) and loans with BNDES.

**Gilberto Huber Group – Yellow Pages – BH/MG and São Paulo/SP - 1991-1992**

Regional Marketing Manager for Brazil's central, north and northeast regions

* Product development.
* Market Research and studies.
* Development of marketing strategies together with sales division.
* Planning the logistics for products distribution.
* Follow up production costs.
* Sales planning and formulation of goals.
* Prices, sales and payment terms management.
* Customer Service implementation and management.

**Organizações Manoel Bernardes (Manuel Bernardes Jewelers) – BH/MG – 1989-1990**

Import and Export Manager

* **Translation of technical documents (English/ Portuguese/ English).**
* I carried out the organization of the import and export department, computerizing controls and documents, resulting in cost lowering and speeding up proceedings.
* Customer contacts and business development in the US and Europe.
* Customs clearance at the airports of Rio de Janeiro, São Paulo and Belo Horizonte.
* Business trips to Spain (market research and establishment of distributors in Madrid, Barcelona, Ibiza and Palma de Majorca) and US.
* Export logistics.
* Preparation of import and export proceedings.
* International credit documentation analysis.
* Foreign exchange contracting.
* Contracting of special insurance for domestic and international transportation of valuables.
* Coordination of business operations between the parent company and branches in New York and Tel Aviv and representatives in Germany, Italy, Belgium, Luxembourg, France, Spain and the Caribbean.
* Negotiations of credit lines, import program, export fiscal incentives, consignment and warranty with the Bank of Brazil.

**Top Importação Ltda BH/MG – 1988**

Partner - CEO

* **Documents translation (English/ Portuguese/ English).**
* English communication with importers abroad.

**Mendes Jr International Company (Construção Civil) – Baghdad – Iraque – 1985 - 1987**

Senior Import Technical Assistant in charge of customs regulation department and technical translator

* **Documents translation (English/ Portuguese/ English).**
* Import process regulation at Iraqi customs.
* Obtainment of import licenses with Iraqi government sectors.
* Planning and execution of transport logistics of equipment between campsites of the company countrywide.
* Preparation of import and export processes.
* Team coordination with 20 employees.

**Fiat Automóveis S/A – Betim – MG – 1974 - 1985**

Import and International Transportation Analyst - 1980/1985

* Planning and execution of international transport logistics contracting air and ocean freight.
* Preparation of cost spreadsheets.

Industrial Electronic Technician - 1974 /1980

* Working at the electronic maintenance lab.

**Education**

**English/ Portuguese Translator’s Specialization Course – DBB – Rio de Janeiro RJ – 2008/2009**

Hours: 160 hours - Translation Theory, Compared Stylistics and Linguistics Supervision, Practical Exercises on Translation and Version.

**Legal English Translation Course - DBB – Rio de Janeiro RJ – 2009**

Hours: 54 hours - Legal Translation Theory, Linguistics Supervision, Legal Documents Translation and Version Practical Exercises, Articulation and Legal Drafting of Laws in Brazil, with its equivalences in American and British English, bibliographic orientation and preparation of legal glossary.

**English Legal Version Course - DBB – Rio de Janeiro RJ – 2011**

Hours: 84 hours. Legal Translation Theory, Linguistics Supervision, Legal Documents Version Practical Exercises from Portuguese to English, Articulation and Legal Drafting of Laws in Brazil, with its equivalences in American and British English, bibliographic orientation and preparation of legal glossary.

**Graduation Course in Political Science and National Strategies – Belo Horizonte 1994**

University of the State of Minas Gerais - War College Graduate Association ADESG

**Undergraduate Course of Business Administration - Foreign Trade - 1979/ 1983**

UNA College of Management Sciences - Belo Horizonte

**Undergraduate Course in Languages English/ Portuguese - 1979**

Izabela Hendrix Methodist Institute - Belo Horizonte

**Business Administration Course - Foreign Trade Internship - 1982**

Fiat Automóveis S/A

**Internship of the Technical Course of Industrial Electronics - 1975**

Fiat Automóveis S/A

**Continuing Education**

* **Courses and Seminars Abroad**

**Expandiendo el Comercio con los EUA – FESPA University of Miami – Florida – EUA – 1999**

Hours: 40 hours: Theoretical and practical course on how to implement exportations to the US under market and customs point of view.

Supply Chain Management - Study and concept application.

**Mercadeo Internacional y Beneficios Fiscales en la Exportación – AIESEC Universidad de Lima – Peru 1981.**

**Desarrollo de Liderazco – AIESEC – Lima - Peru 1981**

**Empresas Transnacionales AIESEC Universidad del Pacifico – Peru 1981**

* **Courses, Seminars and Conferences in Brazil**

IV International Conference of Translation and Interpretation - Brazilian Translators and Interpreters Association - ABRATES - Belo Horizonte 2013.

Improvement of skills on importation - SENAC BH

International Agreements - UNA BH

Financial Math and HP12C Applications - BH

Rio International Business Round I and II - Rio de Janeiro RJ

State of Espirito Santo BR Export Forum - BANDES

International Marketing - UNA BH

Letters of Credit (L/C) - Bank of Brazil - Rio de Janeiro RJ

Export, Foreign Exchange and International Transportation

Edições Aduaneiras, FIRJAN, SEBRAE, BACEN

* **Webinars**

**Legal Translation – Probate and Family - 2013 PROZ.com – The Translation Workplace.**

**Technical & Scientific Documents Translation: Oil and Gas Terminology – 2014 PROZ.com**

**Conference for International Translation Day – 2014 PROZ.com**

**International travel**

* **Business trips**

United States (+60), Panama, Bolivia, Iraq, Spain.

* **Leisure**

France, Germany, Austria, Greece, Italy, Denmark, Netherlands, Peru, Turkey, Portugal, Cyprus.

**Computer Skills**

MS Office (Word, Excel, Power Point)

ABBYY

SDL TRADOS

Acrobat XI Pro Adobe

**Memberships**

**ATIF-Association of Translators and Interpreters of Florida**

**Extracurricular Activities**

**Association Internationale des ‘Etudiants em Sciences Economiques et Commerciales – AIESEC – BH – 1982**

CEO