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| **Sheila Maria de Azevedo Amaral (aka “Shanna Marley”)**  **Phone#:** +55 71 3360-3712 (home) / +55 71 98897-2206 (mobile)  **e-mail:** [**s\_m\_marley@yahoo.com**](mailto:s_m_marley@yahoo.com)  [**amaral\_sheila@yahoo.com.br**](mailto:amaral_sheila@yahoo.com.br) | Passport Photo - Shanna Marley.jpg |
| Marital Status: Single |  |

**INTRO**

I am a **Portuguese** **(Brazil)** native speaker, proficient in **English**, with large experience in a variety of fields, from IT to Financial, Construction to Oil and Gas, etc., bred in environments where multitasking is a must and I have been very successful with meeting the desired goals within a set budget and/or timeline. I’ve been assigned challenging tasks and responsibilities that lead to an overwhelmingly successful project. My dedication to the job and my “nose to the grindstone” approach along with flexibility, allowed me to provide accurate translations (Portuguese – English and vice versa) under forecasted budget and well before the project deadline. And when I say accurate, I mean as literal as possible but always putting it “the way we say it”, in other words, the target text will definitely read/sound as if it has been originally written in the target language. On top of that, I offer an average output of 4,000 words/day (100% HUMAN TRANSLATION).

I bring over 15 years of experience, and also possess upper-intermediate language skills in **Spanish,** and basic **German** and **Italian**. I have an ease on human languages, acquiring vocabulary very fast and pronunciation very close to native speaker level. This also applies to computer software/programming languages.

**TARGET**

Professional Position as Translator/Verifier (ENGLISH / PORTUGUESE and vice-versa).

**PROFILE`**

* Eagerness for challenges;
* Ability in providing solutions and optimizing operations;
* Open-minded and adaptable;
* Creativity, disposition and readiness;
* Willing and able to travel/relocate;
* Supporting organizational strategy;
* Desire and ability to learn new software and programming languages;
* Commitment to excellence;
* Strategy and planning;
* Maintaining company focus while adhering to a budgeted forecast;
* Excellent interpersonal communication and persuasion skills;
* Achievement motivate;
* Ability to work independently or in a group.

**PROVEN EXPERTISE**

* MS Office (Word, Excel, Outlook, Powerpoint, Access) *skill set level – expert*
* MS-SQL Server (Database) *skill set level – basic/intermediate*
* ORACLE (Database) *skill set level – basic/intermediate*
* CAT Tools: WordFast, Trados, MemoQ *skill set level – upper intermediate*
* HTML/XML Edition *skill set level – expert*

**CURRENTLY WORKING FROM HOME**

**ENGLISH/PORTUGUESE (vice-versa) free-lancer translator/EDITOR**

**AVERAGE OUTPUT: 4,000 words / day**

**100% human translation**

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| **References\*** | | |
| **Contact** | | **Project** |
| **Name** | **e-mail** |
|  |  |  |
| David Cuddihy | [dcuddihy@gditweb.com](mailto:dcuddihy@gditweb.com) | Website News QA/Proofreading/Editing/Translation  **(From May/2010 to June/2016)**  **(From Oct/2016 to date)** |
| Andrew Dugdale  Marie Crespo | [adugdale@salesassessment.com](mailto:adugdale@salesassessment.com)  [mdmcrespo@salesassessment.com](mailto:mdmcrespo@salesassessment.com) | SALESASSESSMENT.COM  HR Assessment Software  Translation/Localization |
| Rico Candido | [rico@footballinterpreter.com](mailto:rico@footballinterpreter.com%20) | SOCCER WORLD CUP 2010 Transcription/Translation of Interviews |
| Roger Kent | [rkent@theprojectgroup.biz](mailto:rkent@theprojectgroup.biz) | MARPOL TRAINING INSTITUTE  Training Software Translation/Localization |
| Marcelo Santos | [marcelo@vicel.com.br](mailto:marcelo@vicel.com.br) |
| Eduardo Arruda | [arruda@vicel.com.br](mailto:arruda@vicel.com.br) |
| Rotem Mesica  Lilly Tsruya  **Sivan Simes** | [rotem@lichi.co.il](mailto:rotem@lichi.co.il)  [lilly@lichi.co.il](mailto:lilly@lichi.co.il)  **sivan@lichi.co.il** | Lichi Translations  QA/Proofreading/Editing/Translation  **(From Jan/2010 to date)** |

**\*Please refer to “Shanna Marley” when contacting my references.**

**EDUCATION LEVEL**

* High School
* University of Cambridge **C**ertificate of **P**roficiency in **E**nglish

**LANGUAGES**

* Portuguese – *Mother Tongue*
* English – *Proficiency Level*
* Spanish – *Upper-Intermediate Level*
* German – *Basic/Intermediate Level*
* Italian – *Basic/Intermediate Level*