PROFESSIONAL SUMMARY

**ZAIDA SOARES**

Rua Capitio Nobre 26, Olhlio, Faro 87oo-377

Cell: +351968181329 -soares.zaida@gmail.com

Portuguese freelance translator with petfect command of all aspects and stylistic levels of European Portuguese (native tongue), capacity to understand English texts/ audio and render them correctly using a style and register appropriate to the pu.rpose of the text.

Experienced and famitiar withsocialsciences, arts, economics, technical or scientific fields;

quick and efficient researcher within any topic and terminology (in both source and target

language).

Skilled in computer-assisted translation and terminology tools, as well asstandard office­

automation software.

SKILLS

WORK HISfORY

• Word processing

• Accurate and detailed

• Professional and mature

• Articulate and well-spoken

• Extensive vocabulary

• Report development

• Flexible

• Proofreading

• Maintains confidentiality

• Independent worl<.er

• Works well under pressure

01/2008 to 09/20o8 Internship

*Qimara Mu.nicipal Lisboa- Lisboa, Portugal*

• Developed curriculum for bachelor degree in Social and Organizational Psychology.

• Evaluated and documented data in human resources.

• Conducted in-setvicesto develop methods of implementing new framework.

10j2010 to Current Internet assistant

*Lionbridge- USA*

• Specialized in providing quality setvices for Internet-related setvices and products

10j2o1o to Current Translator *f* Transcriptor

*Appen Butler Hill - Australia*

• Translation of audio files to text (English- Portuguse)

• Translation of text files (English - Portuguese)

• Transcription of audio files to text

Freelance translator

*Freelance translator*

• Translation from Portuguese to English in different expertise fields (social sciences, technological,arts)

EDUCATION

2010 Master ofScience: Education

*University of Oslo (UiO)- Oslo,Norway*

2009

20o6

ProgrammeofunderstandingJapaneseand Asian HE: Education

*J.F. Oberlin University- Tokyo, Japan*

Bachelor ofScience: Psychology

*Universidade* do *Algarve (Ualg)- Portugal*