

PERSONAL
INFORMATION**Oliveira, Adelino da Silva**

 152, Rua Rainha D.^a Amélia, 2200-245 Abrantes (Portugal)

 +351 967779304

 asol23ster@gmail.com; adelino.oliveira@campus.ul.pt

 Skype adel68 |  MSN asol_23@hotmail.com.

Sex Male | Date of birth 11 Sep 68 | Nationality Portuguese

PERSONAL STATEMENT

Translator/Linguist

WORK EXPERIENCE

2012–Present

Freelance Translator

Go4word - Tradução, Interpretação e Audiovisuais, Almada (Portugal);
Ana Paula Lopes – Lawyer, Ovar (Portugal);
Private Individuals.

Translation and Proofreading EN> PT / FR, FR> PT, ES> PT / FR, particularly in the following areas:

Medical - Pharmaceutical: SmPC, PIL, MA Documents.

Corporate / Business: Web Content, Statutes, SOP / Other procedures, Financial reports.

Legal and Public Administration: Judgments and judicial decisions; Finance and Social Security documents and forms; Medical reports and protocols; Contracts; Power of Attorney.

1990 – Present

3rd Cycle and Secondary School Teacher

Ministry of Education and Culture, Portugal.

Teacher of Portuguese, Portuguese Non-native Language, French Foreign Language, Translation Techniques;

Trainer of Portuguese and French (Adult Education) and Spanish (Professional Courses).

Class Director, Disciplinary Group Delegate. Member of the Pedagogical Teams.

October 1998 – June 1999

Linguistic Assistant

Lycée de Garçons Luxembourg, under the Program "Socrates Língua C". (Luxembourg)

Head of a Free Course of Portuguese Language, Culture and Civilisation;
Co-Head of Educational Support to Students (French and English).

Oct. 1992 – August 1994

Receptionist

Hotel Residencial Cairense, Braga (Portugal)

Reception of Clients; Administrative Service; Foreign Correspondence;
Interpreting (EN, FR, ES).

2015 - Attending	Mestrado em Tradução (Master's in Translation – EN, FR, ES) Faculdade de Letras da Universidade de Lisboa, Lisbon (Portugal)	EQF level 7
	<ul style="list-style-type: none"> ▪ Translation of the Scientific/Technical Text I - French/Portuguese - 18/20 Civil law: family, property, obligations (civil liability, contracts); Criminal law; Business law; Community law. ▪ Translation of the Scientific/Technical Text II - French / Portuguese - 19/20 Monetary policy; Banking; Fiscal policy; Credit; Financial Statements; Mergers/Acquisitions; Stock and Stock Exchange; Investment Funds and Life Insurance. ▪ Literary Translation I - English / Portuguese - English Literature. 16/20 ▪ Translation of the Scientific/Technical Text I - Spanish / Portuguese - 16/20 Political, administrative, judicial, economic and educational organization; Arts, social and human sciences. ▪ Language, Culture and Translation. 14/20 	
1986 - 1998	Licenciatura em Ensino de Português e Francês (Teaching degree) Universidade do Minho, Braga (Portugal)	EQF level 6
	Language and Linguistics; Culture and Civilization; Literature; Didactics and teaching Methodologies; Educational Psychology; Organization and School Management.	
17/18 April 2015	Formation Course “Philosophy for Children and Youth: Didactics for Educators and Teachers” Formation Centre of the Portuguese Association of Ethics and Practical Philosophy	8,5/10
	Philosophy for children and Youth.	
21 February to 21 March. 2015	Formation Course “ Filmic Literacy: Aesthetics and Poetics ” Formation Centre - Associação de Escolas das Margens do Guadiana – Beja	10/10
	Preparation/Implementation of the PNC (Cinema at School).	
01 to 18 June 2011	“Formation Project for the New Teaching Program for Portuguese - Basic Education I ” Formation Centre "Terras do Montado", Ourique (Portugal)	9,9/10
	Preparation / Implementation of educational programs.	
02 to 16 October 2010	"Multimedia Interactive Whiteboards in Teaching / Learning of Foreign Languages" Formation Centre "Terras do Montado", Ourique (Portugal)	8,5/10
	Preparation of teaching materials; Mastery of multimedia software. Certification ICT Skills - Level 2.	
05 December 2009 to 19 December 2009	"New linguistic terminology - Discussion and operational implementation" Formation Centre "Terras do Montado", Ourique (Portugal)	9,4/10
	Implementation of Education Programs.	

01 to 14 Sept. 2000 Seminar "Orientations actuelles de la Didactique du Français, Langue Étrangère et Langue Seconde" and "Conférences de Civilisation Française" Under the Program "Socrates - Lingua B"
 Centre Expérimental d'Etude de la Civilisation Française de l'Université de Paris-Sorbonne, Paris (France)
 Didactics - French as a Foreign Language; Language, Culture and Civilization.

01 October 1994 to 30 June 1995 **Erasmus Program Student**
 Université de Paris IV – La Sorbonne, Paris (France)
 Attending of classes and oriented work; Translation (PT > FR > PT).

PERSONAL SKILLS

Mother tongue(s) Portuguese

Other language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
French	C2	C2	C2	C2	C2
Teaching degree - EQF level 6/Master in Translation					
English	C2	C2	C2	C1	C1
College Degree (6 years) - EQF level 4/ Master in Translation					
Spanish	C2	C2	C1	B2	B2
Language course of the AVE- Cervantes Institute of Lisbon/ Master in Translation					

[Common European Framework of Reference for Languages](#)

Communication skills Good communication skills gained through my experience as a receptionist and as a teacher.

Organisational / managerial skills Ability to work as a team member, gained through my experience as Teacher/Class Director, as a member of Pedagogical Teams and as a Translator.
 Good organizational skills acquired through the administrative work in the professional experiences.

Job-related skills Mastery of language processes regarding vocabulary and spelling, grammar, syntax and texting, acquired during training and professional experience.
 Mastery of terminology in several areas, acquired during formation and training, by performing translation projects, by analyzing texts in educational contexts, or through reading, cinema or television.
 Mastery of specific aspects of the translation process, acquired during formation and training, as a teacher of the subject and as freelance translator.
 Acquaintance with socio-cultural and civilization aspects, acquired during training, trips and studies abroad, reading and personal research.

Computer skills Good command of MS Office Suite (Word, Excel, PowerPoint, Publisher).
 Acquaintance with computer-assisted translation (CAT) tools (Wordfast).

ADDITIONAL INFORMATION

References References available on request.