**Adriana Pereira Ivo**

Setor Jaó - Goiania/GO

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**Goal**

Freelance translator from English to Portuguese - BR

**Field of work**

Legal, tourism, hotel business, advertising, sports, recreation, human resources, letters, diplomas, certificates, licenses, internet, e-commerce, cinema, TV, cooking, cosmetics, music, clothing, and religion.

**Software**

Trados, Wordfast

**Academic Education**

- Graduation

Law, Federal University of Goiás (01/1992) - Finished

**International Courses**

**- FALL SEMESTER 1993**

LEVEL 5 (Advanced II)

INTERNATIONAL ENGLISH LANGUAGE SERVICES

Austin, Texas, **USA**

Conclusion: December 1993

**- SUMMER SEMESTER 1993**

LEVEL 4 Advanced Grammar I / Advanced Reading I

LEVEL 5 Advanced Speaking/Listening II / Advanced Writing II

INTERNATIONAL ENGLISH LANGUAGE SERVICES

Austin, Texas, **USA**

Conclusion: August 1993

**- INTENSIVE ENGLISH PROGRAM**

LEVEL COMPLETED: 4 LEVEL PROMOTED TO: 5

UNIVERSITY OF HOUSTON

Houston, Texas, **USA**

Conclusion: April 1993

**Languages**

English: reading (advanced), writing (advanced), conversation (advanced), listening (advanced).

Portuguese - BR: Native

**Professional Background**

**Freelance Translator** - 05/2021 - Present.

Translate texts from English to Portuguese.

**Megasoft Informática** - Goiânia,GO

**Position: Freelance English Teacher**

Period: 08/2017 - 06/2018

- Teaching English classes to the company's directors and employees.

- Development of class planning focused on the students' needs.

- Methodology: Grammar, Listening, Speaking, Writing, Reading, Group Dynamics.

**Núcleo Cultural Norte Americano Ltda** - Goiânia, GO

**Position: English Teacher**

Period: 08/2014 - 07/2015

- Teaching English classes to adults and young people.

- Organization of lesson plans according to the classes.

- Methodology: Grammar, Listening, Speaking, Reading, Group dynamics, Movies and Songs sessions.

- Private classes according to student demand.

**CrediRoma Turismo e Viagens Ltda**

**Position: Travel Agent**

Period: 09/2004 - 12/2008

- Sales of national and international air tickets.

- Elaboration and organization of domestic and international tours for groups and individuals.

- Personal and telephone assistance to foreign tourists for the sale of travel tickets and tour packages.

**Net Line Serviços de Informática e Comunicação Ltda - Full Time**

**Position: Administrative Manager**

Period: 01/1999 – 08/1999

- Responsible for administrative and financial organization.  
- Assisting in the development of operations and problem solving and providing services and customer care.

**Caixa Econômica Federal - Full Time**

**Position: Clerk**

Period: 05/1989 – 01/1995

- Responsible for organizing and controlling bidding processes  
- Contracting and monitoring services and works performed in CEF units in the state of Goiás  
- Organization and administrative and financial control of construction processes, renovations and leases in CEF units in the state of Goiás.