

## **CURRICULUM VITAE**

### **PERSONAL INFORMATION**

FIRST NAME / SURNAMES **Ana Maria / Louro**

MOBILE + 351 963 219 993

E-MAIL [ablouro@gmail.com](mailto:ablouro@gmail.com)

NATIONALITY Portuguese

Proz profile page: <https://www.proz.com/translator/25826>

Linkedin profile page: <https://www.linkedin.com/in/anabaetalouro/>

### **WORK EXPERIENCE**

2021 -PRESENT – Cooperating with an international agency subtitling series for Netflix

2020 Started subtitling American series for a new client based in Spain

2019 Joined a team of translators aiming to subtitle movies pro bono using Subtitle Workshop.

2007-PRESENT **INDEPENDENT TRANSLATOR / PROOFREADER / MTPE**

#### **English, French and Spanish into Portuguese**

Provides translation and proofreading services for translation agencies and direct customers in several industry sectors including professional services, software, office equipment, home appliances, cosmetics and tourism, and in several geographies including UK, US, France, Italy, Spain, India, and Portugal.

Materials translated include software, user manuals and marketing materials such as brochures, surveys, customer presentations, corporate videos, press releases and sales proposals.

Translations are from English, French and Spanish into Portuguese.

The following is a non-exhaustive list of relevant translation and/or proofreading projects performed recently:

#### **Global Marketing Services Company, London, UK**

- Translation and proofreading catalogues, brochures and spec-sheets

#### **Global Software Corporation, London, UK**

- Software translation

#### **Global Home Appliance Manufacturer, London, UK**

- Translation and proofreading home appliance user manuals

#### **Home Appliance Representative, Paris, France**

- Translation and proofreading user manuals for electrical appliances

#### **Translation Agency, Florida, USA**

- Customer surveys, cosmetics and tourism information

#### **Translation Agency, Bangalore, India**

- Translation and proofreading software, user guides and certificates

#### **Translation Agency, London, UK**

- Translation of banking-related documents, subtitling small corporate videos

#### **Translation Agency, Milan, Italy**

- Translation and proofreading user guides and software for printers, cash registers, and tablets

#### **Translation Agency, Madrid, Spain**

- Software translation

#### **- End customer, Madrid, Spain**

- Translation of training materials related to HR

#### **Global Document Management Corporation, Lisbon, Portugal**

- Translation and proofreading software, user manuals, sales guides, catalogs, and spec sheets, press releases, ads, email blasts, video scripts, sales proposals and customer presentations, safety data sheets, training material, internal communication memos, customer surveys and health & safety documents

### **International Consulting Group, Lisbon, Portugal**

- Translation and proofreading internet content and press releases

### **Software Company, Lisbon, Portugal**

- Software translation and proofreading

### **1987-2011 IN-HOUSE TRANSLATOR, LOCALISER & PROOFREADER ENGLISH-PORTUGUESE**

#### **Xerox Corporation**

#### **XEROX UNITED KINGDOM**

- Responsible for all translations required for launching office machines in Portugal. Translated documents include user manuals, sales guides, videos, catalogues and spec sheets.
- Translating and localizing software messages (GUI) and drivers of copiers, printers, faxes and multifunctional machines displayed in small LCDs, Touch Screens or PC Monitors.
- Proofreading other translators' work from all the above topics.

#### **XEROX PORTUGAL**

##### **Marketing**

- Events: translating and localizing marketing collaterals, press releases, banners and presentations. Translating subtitles for corporate videos.
- Internet and Extranet: translating and proofreading content for internet and extranet
- Intranet: Updating the intranet by collecting and translating relevant daily news
- General: Translating and localizing ads, email blasts and video scripts.

##### **Sales**

- Translating sales proposals and customer presentations.

##### **Customer Services**

- Translating service engineer's material, datasheets, safety data sheets

##### **Human Resources**

- Translating training materials, internal communication memos, company policies, customer surveys, employee surveys, H&S documents.

### **ACADEMIC AND PROFESSIONAL EDUCATION**

#### **2021 VERVE**

- Subtitle workshop with Raquel Lucas de Sousa and Luiz Alves

#### **2020 APTRAD**

- SEO for translators 3 day online workshop

#### **2012 FACULDADE DE CIÊNCIAS SOCIAIS E HUMANAS, Lisbon**

- Good practices for translators

#### **2012 FACULDADE DE CIÊNCIAS SOCIAIS E HUMANAS, Lisbon**

- Project Management in translation

#### **2011 TRADULÍNGUAS, Lisbon**

- Legal translation course

#### **1993-1994 EUROTRADIS, Lisbon**

- Refreshing course of translation skills, including translation to and from English and French (600 hours).

#### **1990 BRITISH INSTITUTE, Lisbon**

- First Certificate in English

1983-1986 **INSTITUTO SUPERIOR DE LÍNGUAS E ADMINISTRAÇÃO, Lisbon**

- Bachelor in Management Assistance, with electives in translations to and from English and French

#### **LANGUAGES**

- Portuguese: Mother language; completely fluent
- English: completely fluent: listening, speaking, reading and writing skills
- French: completely fluent: listening, speaking, reading and writing skills
- Spanish: fluent, listening, and reading

#### **TECHNICAL/COMPUTER SKILLS AND COMPETENCIES**

Proficiency in the following translation tools:

- Trados (over 10 years experience)
- memoQ
- Wordbee
- Memsources
- XTM
- LocStudio
- SubtitleWorkshop

Expertise working with the following software tools:

- MS Office: Word, PowerPoint, and Excel

#### **PROFESSIONAL MEMBERSHIP**

IAPTI - International Association of Professional Translators And Interpreters

(<http://www.aipti.org>) Registered member #333

APTRAD – Associação Portuguesa de Tradutores e Interpretes (<https://aptrad.pt/>)

#### **TRANSLATION AWARDS**

Winner of 3 translation contests at [www.proz.com](http://www.proz.com).