

CANDI CORREIA

CONTACT

 London

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SKILLS

- CAT tools
- Records Management
- Client Support
- Cultural sensitivity
- Translation copywriting
- Audio translations
- Proofreading
- Community interpreting
- Active listening
- Time Management
- Live interpretations
- Client Confidentiality
- Accuracy Verification
- Attention to Detail
- Word Conflict Resolution
- Ethical Codes Adherence

LANGUAGES

Portuguese, English: First Language

Spanish: B2


Upper Intermediate

French: B2


Upper Intermediate

An experienced Translator and Interpreter, dedicated to bridging language barriers and fostering clear communication across diverse cultures. With a proven track record in providing precise and contextually accurate translations, I bring a deep understanding of linguistic nuances and cultural sensitivities to every project. My background includes extensive experience in legal, technical, and literary translations, as well as simultaneous and consecutive interpretation for various industries including medical and healthcare, legal and public sector.. Passionate about languages and their role in connecting people, I have experience using industry-standard CAT tools to enhance translation quality and efficiency. My strong organizational skills, attention to detail, and commitment to meeting deadlines ensure that I deliver high-quality work consistently. I am eager to leverage my linguistic skills and cultural expertise to contribute to the success of clients and organizations, providing them with the communication tools they need to succeed in a globalised world. I am a native Portuguese speaker, fluent in English and Spanish.

EXPERIENCE

May 2023 - Current

Interpreter DA Languages, London

- Develops cultural competency skills through ongoing education in cross-cultural communication techniques.
- Maintains confidentiality regarding all interpreted information while adhering to professional standards of ethics.
- Performs consecutive interpretation during court hearings and legal proceedings.
- Interprets verbal conversations between individuals with limited English proficiency.
- Facilitates communication between non-English speaking patients and healthcare providers.
- Assists in the interpretation of medical documents, including patient records and discharge summaries.
- Sits in on meetings to provide members with oral translations of conversations and information.
- Delivers real-time, accurate oral translations and interpretations for clients.

November 2019 - Current

Translator and Interpreter Freelance

- Conducts consecutive and simultaneous interpretation at meetings, conferences, and court hearings.
- Performs quality assurance checks on completed translations prior to delivery to customers.
- Provides translations of legal, medical, and technical documents.
- Edits translated materials to ensure accuracy of content, spelling, grammar, punctuation, syntax, and formatting.
- Communicates regularly with clients regarding changes or updates needed in translated materials.
- Proofread translated documents before submitting them to the client for review.

- Attends seminars or workshops related to new developments in the field of translation and interpreting.
- Translates client documents between Portuguese and English, vice-versa.
- Facilitates communication for people with limited language proficiency.
- Delivers real-time, accurate oral translations and interpretations for clients.
- Sits in on meetings to provide members with oral translations of conversations and information.
- Proofread, edited and revised translated documents.
- Read legal documents, scientific articles or news reports and rewrote into specified language.
- Translates software technical manuals to another language and culture.
- Adheres to ethical codes protecting information confidentiality.

May 2021 - February 2023

Scrum Master *Harmless IT*, London

- Administered all Agile/Scrum processes including sprint planning, daily stand-up, sprint reviews and sprint retrospective. Provided expert coaching to team members and stakeholders on the Agile framework.
- Identified and eliminated obstacles hindering Agile implementation and impeding the achievement of team goals, ensuring efficient progress.
- Ensured 100% of goals, scope, and product domain were understood by the Scrum team.
- Monitored metrics including burndown charts and velocity, identifying and resolving issues and communicating pertinent metrics to the team.
- Communicated expectations, managed team performance, and built morale among team members.

EDUCATION

2020

Bachelor of Arts Travel and Tourism Management
University of Brighton, Brighton, BNH