

## PERSONAL INFORMATION



## Carla Maria Viegas Gonçalves Bom

 Rua Marcos de Assunção nº13, 2ºEsq., 2805-290 Almada (Portugal)

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 cmgbom@gmail.com

**Nationality** Portuguese

**Date of birth** 08/05/1970

## WORK EXPERIENCE

1 Apr 08–Present

**General Manager / Project Manager**

Go4word, Lda., Lisbon (Portugal)

Strategic management of the company. Management of the translation process. Management of the client and supplier portfolio. Translation and proofreading in multiple translation fields (pharmaceutical, technical, literary, legal, financial, information systems, telecommunications, patents, general, etc.).

1 Oct 07–1 Apr 08

**Project Manager / Translator**

Onoma, Lda., Lisbon (Portugal)

Management of the translation process (budgeting, planning, translation, invoicing). Management of the client and supplier portfolios. Translation and proofreading in multiple translation fields (pharmaceutical, technical, literary, legal, financial, information systems, telecommunications, patents, general, etc.).

1 Jan 03–31 May 07

**Director of RH / Procurement Department**

Move4fitness Health Club, Lisbon (Portugal)

Recruitment, selection, training and processing of employment salaries; selection of new collaborators; processing of contract termination; non-renovation; personnel transfer procedures; performance and employee retention; ensuring compliance with labour legislation and safety at work; contacts with suppliers and distributors, ordering of material and equipment.

1 Aug 97–20 Dec 02

**Group Administration Executive / Project Manager**

European Medicines Agency, London (United Kingdom)

Translation EN>PT of scientific documentation (SPCs, PILs and EU Marketing Authorisations); proofreading of scientific documentation in Portuguese, English, French, Spanish and Italian; recording and management of ADRs (Drug Adverse Reactions); direct and indirect contact with pharmaceutical companies, European Commission and other European Agencies.

1 Aug 96–30 Jun 97

**Administrative Assistant / Translator**

Lita Gale International Solicitors and Advogados Portugueses, London (United Kingdom)

Interpreting in Court Hearings (English-Portuguese interpreter); Representing the company at International Property Fairs; Organising meetings/venues; Dealing with clients on a daily basis; Drafting legal documentation and other correspondence in English and Portuguese.

## EDUCATION AND TRAINING

15 Sep 94–15 Jun 97

**Advanced General National Vocational Qualification – Business awarded with Distinction**

EQF Level 6

Northbrook College Sussex, London (United Kingdom)

## PERSONAL SKILLS

Mother tongue Portuguese

## Other languages

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C2	C2	C2	C2	C2
French	C2	C2	B2	B2	B2
Spanish	C2	C2	B2	B2	B2
Italian	B2	B2	B1	B1	B1

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user  
Common European Framework of Reference for Languages

**Communication skills** Excellent communication skills acquired over the last 20 years in direct contact with clients and business partners in the most diverse professional contexts.

**Organisational / managerial skills** Excellent work and team planning and organising capabilities, acquired over 6 years of (higher) academic career and 20 years of professional career.

**Job-related skills**

- Experience of 20 years as a translator in the English/French/Spanish to Portuguese and Portuguese/Spanish/French to English combinations in the most diverse areas (pharmaceutical, technical, literary, general, etc.) for major international clients (Huawei, Samsung, LG, TAP Portugal, Lufthansa, Vivasuperstars, Xerox, Lidl, Abbvie, Janssen, Bayer, WWF, DanCake, etc.);
- Experience in audio and video transcription, as well as dubbing and subtitling (Portuguese, French and English);
- Experience in the translation of technical texts (mechanic/electric) from Italian into Portuguese.

## Digital skills

SELF-ASSESSMENT				
Information processing	Communication	Content creation	Safety	Problem solving
Proficient user	Proficient user	Independent user	Independent user	Independent user

Levels: Basic user - Independent user - Proficient user  
Digital competences - Self-assessment grid

**CAT tool user** Trados, SmartCAT, MemoQ

**Driving licence** B