



Carolina Martins

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289 Itambé St, Sao Paulo, Sao Paulo 01239001

RESUMO PROFISSIONAL

Motivated Translator/Teacher with more than 10 years of progressive working experience in the translation/teaching fields. Offering proactivity, initiative, will and passion for working. Able to sail through high stress situations with calm and always bringing a solution to it. To unveil the mysteries of languages it is indeed one of my greatest passions. I shall be a valued asset to your company.

HISTÓRICO PROFISSIONAL

TRANSLATOR/INTERPRETER

03/2012 – ATUAL

Freelancer | Sao Paulo, SP

Self-employed translator and interpreter. Freelance jobs from several international agencies such as TranslatorsBase, Translit, TranslationDirectory and Synergium. Worked as a proofreader for Rose Polato (Sworn Translator) for 2 years, main clients were Toyota, Nestlé, Hyundai, Volkswagen and Fiat. Also worked as translator assistant for Flavio Deny Steffen, translating big projects for Microsoft, HP, Leica and some other national clients. During @ years, worked as an interpreter for medical conferences, business fairs and had 2 main employers; AMA CO. (Russia) and Dogrular (Turkey). Grand opportunity to work with different employers of several nationalities and businesses.

OFFICE MANAGER

08/2017 – 08/2018

Lingo Linguagem Internacional | Sao Paulo, SP

Administrative activities, coordination of payrolls and payments, course ware arrangements, prospection of clients and orchestration of staff meetings, home office work. good experience in the administrative field.

TEACHER

06/2012 – 03/2016

Freelance | São Paulo, SP

Corporate teaching. Teaching company employees in office. Main clients were Casas Bahia, Y&R, HP, Gemalto, Stefaninni, Saraiva editions, GPA Group (Cassino-FR), J. Walter Thompson Company, Reinsurance Group of America (RGA), Odebrecht and so forth. Different corporate business areas and teaching, mostly conversation classes, one-to-one classes. In the year of 2016 I started to teach online classes due to my pregnancy. Years of experience granted me a solid base for online and in class teaching.

TEACHER

10/2011 – 06/2012

Wizard by Pearson Language School | Mariana, MG

To teach using the school educational method. To follow up the students advancements and to participate of parent-teacher conferences. To attend and elaborate national holidays parties for the students. The first teaching experience in a respected school chain in Brazil. Opportunity to teach to

different a range of ages and groups.

FRONT DESK HOTEL RECEPCIONIST

08/2009 – 09/2011

Hotel Solar do Rosario | Ouro Preto, MG

To welcome and greet guests, performing all check-in and check-out tasks. Managing online and phone reservations. Informing customers about payment methods and verifying their credit card data.

SALESWOMAN

09/2006 – 01/2009

ARGENTUM AURUM | Ouro Preto, MG

Sales and design of jewelry. Main activities were to attend clients, create designs for the shop and to make and translate invoices. The job offered the opportunity to be more involved on practicing foreign languages with Europeans, North Americans, Japanese and many others.

CHIEF EDITOR

08/2007 – 08/2008

UFOP(Universidade Federal de Ouro Preto) | Ouro Preto, Minas Gerais

Chief editor of "O Clarim"(college newspaper), scholarship. Editing, selecting the articles to be published, also proofreading, newspaper sponsored by the University. Great first experience to work along with groups. Valuable learning, usage of linguistics terms and themes.

INTERPRETER ASSISTANT

02/2006 – 08/2006

Sueli Rutkowski | Ouro Preto, MG

Interpreter assistant of Sueli Rutkowski, a well known interpreter from the city of Ouro Preto, MG. Attendance to meetings, luncheons, sightseeing with the clients. Working languages: English and French. Provided good communication experience of both languages.

**FORMAÇÃO
ACADÊMICA**

Social Skills with Social Media | Language skills using social media 02/2019
Escola Panamericana , Sao Paulo, SP

Interpretation: brave a new world | To develop interpretation skills 05/2019
using new technologic terms from social media
FAAP, São Paulo, SP

Literature Simposyum | English Modern Literature 08/2010
UFOP, Ouro Preto, MG

Bachelors Degree | Translation and Interpretation of Languages 12/2011
UFOP, Ouro Preto, MG

COMPETÊNCIAS

Communication skills, teamwork, project managing, proactive, driven, versatile, interested and witted.

EMPLOYERS/CLIENTS

SAMSUNG, IBM, MICROSOFT, LEICA, NESTLE, SOURCEFIRE,

STEFANINNI, GEMALTO, HP, Y&R, CANON, TOYOTA, SONY, AMA CO.,
DOGRULAR, ALLIANCE FRANÇAISE, NETFLIX, FOX BRAZIL are some of
my previous clients. Interpretation and translation services.