

# CHARLENE DE ALMEIDA

*English - Portuguese - French  
Translator*

## PROFILE

French native freelance translator, I translate your documents from English and Portuguese to French. I provide translation, correction, proofreading and transcription services. Rigorous, reactive and adaptable, my priority will be to realize your projects on time and according to your requirements.



BORDEAUX

CHARLENE@CDA-TRADUCTION.COM

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## EDUCATION

Master 2 Translation 2015  
English/Portuguese  
University Paul Valéry, Montpellier  
Master 1 Translation 2014  
English/Portuguese  
University Paul Valéry, Montpellier  
Bachelor Foreign Languages 2013  
LEA English/Portuguese  
University Bordeaux Montaigne

## SKILLS

TRANSLATION

PROOFREADING

CORRECTION

TRANSCRIPTION

## QUALIFICATIONS

FRENCH

ENGLISH

PORTUGUESE

TRADOS / PACK OFFICE

LEGAL / MARKETING

## PROFESSIONAL EXPERIENCE

## TRANSLATOR

- **2019** - Freelance Translator- CDA Traduction  
Translation, Proofreading, Correction and Transcription  
From English and Portuguese to French
- **2015** - Translator - Consulate General of Portugal in Bordeaux  
Legal translation from Portuguese to French
- **2015** - Translator- Tradeona  
Marketing and medical translation from English to French
- **2014** - Proofreader - Publishing House Grupo LeYa, Portugal  
Proofreading and correction of French textbooks for Portugal

## PRIVATE TEACHER

- English, Portuguese and French lessons at home for Acadomia
- Levels: Primary, Secondary School, High School, University, Adult
- Preparations: BAC, Concours PASS, Accès, Sésame and TOEIC

SINCE

2014

SINCE

2016