

CHARLES LUCIANO DOS SANTOS

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Native language: Brazilian Portuguese

TRANSLATION / LOCALIZATION SERVICES

SPECIALIZATION

- **Economic, commercial**, business, literature, linguistic, ecology, education, management, websites, environment, logistics, marketing, projects, manuals, games.

ACADEMIC BACKGROUND

- Graduate of **Portuguese and Spanish Philology** and its literature – Universidade Estadual do Oeste do Paraná, *Cascavel - Brazil (2016 – 2019)*.

ACTIVITIES IN THE TRANSLATION INDUSTRY

- Student of **translation for international relationships** at the University of Vigo (*Sept/2023 – Jun/2024*).
- Translation and localization of the website master's degree in **Translation for International Communication from Spanish into Brazilian Portuguese**.
- Participation as a mentee in the **mentoring program** organized by Óscar Ferreiro Vázquez and Silvia Capón Sánchez at the University of Vigo. Under the guidance of mentor Isabel Vidigal (*Apr-May/2024*).

PREVIOUS PROFESSIONAL EXPERIENCE

- Nowadays, I am working as a **Project Manager** at a company called US Translation Company. My tasks include assigning translators, proofreaders, and desktop publishing; monitoring projects; updating translation memories; managing delivery times; and performing administrative duties. *I am working remotely (as of July 2024)*.
- One year and a half working with a **logistics assistant** in a company called Ilumisol. My duties in this position were the establishment of new transport routes, inventory management, and administrative tasks. *Brazil (Mar/2020 – Jul/2021)*.
- **Private tuition teacher** working with children, teenagers, and adults. School and academic reinforcement and introduction of new content in Portuguese, Spanish, and their literatures. *Brazil (Jan/2018 – Feb/2020)*.
- **Library assistant** at the Universidade Estadual do Oeste do Paraná, at the campus of Cascavel. In this job I worked cataloging available reference resources,

management of loans and returns, as well as customer service. *Brazil (Mar/2018 – Dec/2019).*

- **Administrative assistant** in Fabian Supermercados taking care of invoicing, inventory management, and resource handling tasks. *Brazil (Jun/2013 – Jan/2016).*

LANGUAGES

- **Brazilian portuguese** (Native).
- **Spanish** (Full professional proficiency).
- **Galician** (Professional working proficiency).
- **English** (Professional working proficiency).
- **Italian** (Elementary proficiency - Reading).

COURSES AND CERTIFICATES

- **Industry environment management system – Femxa** (Spain 2024).
- **SEO / SEM web positioning – FGC Xunta** (Spain 2024).
- **Management and finance – Confederación de empresarios de Pontevedra** (Spain 2023).
- **Food handler – Gadepro** (Spain 2022).
- **Forklift driver license – Gadepro** (Spain 2022).
- **Pallet truck driver license – Gadepro** (Spain 2022).

SKILLS AND RESOURCES

- Microsoft Office (Word, PowerPoint, Excel).
- MemoQ.
- Trados.
- A3 – Accounting management program.
- WordPress.
- Windows, Linux.

HOBBIES

- Chess.
- Music.
- Videogame.