## CURRICULUM VITAE



Name: **Claudete Sulzbacher**

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Address: R. Marechal Deodoro, 560 – Centro

 Santa Cruz do Sul, RS

 Brazil

 CEP 96810-110

Nationality: Brazilian

Language: Portuguese (native)

Date of birth: Sept. 25, 1956

Work Experience

* 1977 through 2008 – Portuguese and English teacher at State School.
* 2009 … - Portuguese and English teacher – private – freelancer.
* 1980 through 2007 – Executive Secretary at Multinational Tobacco Company.
* 1980 ... – Translator – freelancer.
* 2012 … - Legal and Business Consultant.

Education

* Graduated in Languages – Portuguese and English and corresponding literatures, in 1979 (UNISC – Santa Cruz do Sul, Brazil)
* Graduated in Law – in 1981 (UNISC, Santa Cruz do Sul, Brazil)
* Specialization in Learning and Teaching of Foreign Languages, 2007-2008 (UFRGS, Porto Alegre, Brazil)
* Master’s degree in Languages – Reading and Cognition (writing dissertation to complete it)

Other languages

* English (reading, writing and speaking – fluent)
* German (reading and speaking – good; writing – reasonable)
* Spanish (reading and speaking – good; writing – reasonable)
* French (reading – good; speaking and writing – reasonable)

Use English daily, with communication with Rotarian fellows and friends.

Wrote eleven articles for my master’s degree, being almost all inspired in books, thesis, articles and research written in English.

Cambridge proficiency certificate. (English)

UNISC proficiency certificate. (English)

Social Skills – non profit

* Member of Rotary International since 1997. President of Rotary Club Santa Cruz do Sul, in 2006/2007. Assistant to Rotary Governor of District 4680 – in 2007/2008. Since 2000 person in charge of International Projects through the Rotary Foundation.
* President of City Elderly Council of Santa Cruz do Sul since 2011.
* President of AATI - Association Supporting Elderly for building a modern home for the elderly, in Santa Cruz do Sul, from 2008 through 2012.
* Member of Arts Association Pró Cultura.
* Member of Liga Feminina de Combate ao Câncer, non profit organization supporting poor patients with cancer and its prevention.

Technical Skills

* Word, Excel, Power Point, Internet, Nero, Paint, Picture Manager.
* Good communication and PR.
* Image, video and photography.

Experience in Translations

* Technical manuals (mechanics, law, accounting, IT, chemistry, sciences, business, trading), letters, memorandums, projects, legal documents, offers, reports, blogs, abstracts, articles.
* I am fast and work is reliable.