



CLEITON M.VIEIRA

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ABOUT ME

Dynamic and resourceful IT professional and English-Portuguese Translator since 2020, with a robust foundation in software development, IT coordination, and multimedia content production. Holds extensive experience in managing complex IT projects and delivering high-quality localization services. Proficient in PHP and Delphi development with Borland Official training, alongside a strong background in web and graphic design. Adept at leveraging technical expertise to facilitate efficient localization processes, ensuring high-quality outcomes that meet project deadlines and quality requirements. Fluent in English (C2), native in Portuguese, and conversant in Spanish (B2), ready to contribute to global understanding through technology-enabled language services.

EXPERIENCE

TRANSLATOR (English - Portuguese) (2020 - Present)

Specialized in translating technical documents and multimedia content, ensuring accurate and culturally relevant translations that resonate with target audiences.

IT SOLUTIONS SPECIALIST (2002 – Present)

Delivered comprehensive IT solutions, including web and graphic design, PHP development, and Linux server management. Provided training on IT tools and technologies, showcasing a commitment to empowering users with knowledge and skills.

IT COORDINATOR (2010 – 2015)

Led IT projects, implementing best practices in IT management and coordination. Facilitated the adoption of technology solutions that enhanced business operations, including mobile and business management solutions.

EDUCATION

University of the People, Pasadena, CA, US
B.A COMPUTER SCIENCE (2022 – Present)

University of Brasilia, Brasília, DF, Brazil
B.A AGRIBUSINESS MANAGEMENT (2017 – 2021)

Catholic University of Brasília, Brasília, Brazil
ASSOCIATE IN SECURITY INFORMATION (2012)

TRAINING

Bluestar IT Training, Brasília, Brazil

Borland Official Training – Delphi 6 (2003)

SKILLS

Localization Tools & Processes: Acute understanding of localization workflows, capable of adapting and implementing new tools for project requirements.

Project Coordination: Proficient in coordinating between project teams, suppliers, and clients, ensuring timely and quality deliveries.

Technical Proficiency: Advanced knowledge in operating environments, file formats, and management, with expertise in Linux, Windows Server, and various development languages (PHP, Delphi).

Languages: Fluent in English (C2), Native Portuguese, Intermediate Spanish (B2), enabling effective communication across diverse teams and projects.

Software Skills: Proficient in Adobe Creative Suite (Photoshop, Illustrator, Premiere), Corel Draw, and various web development tools (Apache, MySQL, PHP).

EXTRACURRICULAR ACTIVITIES

Engaged in continuous learning, with interests in educational psychology, people management, and small business management, underscoring a commitment to personal and professional growth.