**PROFESSIONAL SUMMARY**

Brazilian professional with more than 10 years of experience in translation, proofreading and teaching. Accomplishments include technical areas such as: Engineering, Construction, Mining operations, Biological sciences, Accounting, economy, Business administration, Human resources, Law, Geosciences, technical manuals for mining and electronic equipment, Audio visual materials, IT, and software applications. In addition to those activities mentioned above, Eliel also provides English lessons and proofreading.

**Education**

* English Teaching program - Federal University of Minas Gerais - Brazil - 2008 - Optional curriculum in translation studies.

**CERTIFICATES**

* Proficiency Certificate holder (CPE) – 2016 by Cambridge University
* TKT full (English teaching) - 2015

**Qualifications & SKILLS**

* Translation services
* Proofreading
* Editing
* English teaching
* Computer Aided Translation (CAT) Tools - SDL 2007, SDL studio 2011, Google Translators Toolkit and Wordfast anywhere.

**Professional history**

* **Independent service provider**

Independent translator 2005 - present

- Translator and proofreader - English > Portuguese & Portuguese > English

* **Cultura Inglesa MG**

Language teacher 2014 – present

* **T&L Traduções e idiomas (owned business) and partnerships**

Self-employed translator & proofreader 2014-2015

- Translation - installation, operation maintenance and spares manual - JC2501 Jaw crusher - (Manufacturer: Essa Australia Ltd.) - 2012.

- Academic essays - Abstracts, scientific studies on Dentistry, orthopedics, Cardiology, and Biogenetics for college studies and professionals in support to their activities - 2005 - present

* **AMEC Engenharia e Consultoria Ltda.**

Translator 2011 - 2013

- Translation, proofreading and standardization of technical/corporate documents; subtitling training material - corporate leadership training (software applications used: Subtitle Workshop (Urusoft) and Format Factory, freeware for burning subtitles to videos).

* **Coffey International**

Translator / Executive Assistant 2008-2011

- Translation, proofreading and standardization of technical/corporate documents; support to Marketing department with translation of advertisement material, training materials, including corporate training videos. Compilation and preparation of monthly reports in support to South America region management; translation of technical documents: HSSE, Workplace safety, Mining Engineering, geological exploration.

- Executive Assistant: Support to senior management.

Responsible for preparing corporate documents, presentations. Acting as an interpreter on meetings and other corporate events with foreign clients and service providers.

* **Diefra Engenharia** (Contractor for Minas Gerais state water company - COPASA)

Text editor/ proofreader 2007 - 2008

- Editing/proofreading of technical documents and document preparation