

INÊS LIMA

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PROFESSIONAL SUMMARY

Focused Translator with highly developed understanding of all source and target languages and culture. Skilled in quickly and accurately translating written documents and audio recordings. Over 19 years of related expertise.

A multi-skilled, reliable & talented translator with a proven ability to translate written documents from source languages (English, French and Spanish) to target language (Portuguese). A quick learner who can absorb new ideas & can communicate clearly & effectively with people from all social & professional backgrounds. Well mannered, articulate & fully aware of diversity & multicultural issues. Flexible in the ability to adapt to challenges when they arise & at the same time remaining aware of professional roles & boundaries. Committed in delivering translations with the best quality possible, remaining faithful to the original message while adapting in a readable and accurate way in the target language.

SKILLS

- Proofreading skills
- Cultural expertise
- Document review
- Highly skilled in Word, Excel and Microsoft Outlook
- Excellent communication and social skills
- Able to work to tight deadlines
- Able to prioritise work
- Detail orientated
- Well organised

IDIOMS:

Mother Tongue: European Portuguese

Source Languages: English (Level C2), French (Level C2), Spanish (Level C2)

AREAS OF EXPERTISE

- Tourism
- Aviation
- Marketing
- Literature
- Software Localization
- Medical
- Legal
- News
- Entertainment
- Social Media
- Websites

USED CAT TOOLS

- SDL Trados Studio
- Wordfast
- OmegaT
- SmartCat
- MemoQ
- Transit
- DejàVue

WORK HISTORY

JULY 2001-CURRENT

Translator | Freelancer | Portugal

Working freelance providing a translation service to clients where needed. Involved converting documents and articles from one language into another and ensuring that the finished converted articles relay the intended message as clearly as possible.

Duties:

- Researching legal & technical phraseology to ensure the correct translation is used.
- Liaising with clients to discuss any unclear points. Providing guidance & feedback & creating customer-specific style guides.
- Translation of documents/letters, websites, manuals and software localization, from a foreign language to Portuguese
- Reviewing and proofreading mother-tongue text.
- Revising other translators' translations.

AUGUST 2000-JUNE 2001

Translator | HCR Traduções | Lisboa, Portugal

Translation of Microsoft Office XP to Portuguese as part of a team of translators.

Revising other translator's translations.

- Replicated flow, style and overall meaning of original texts
- Conferred with subject matter experts and other colleagues to establish precise understanding of specialized concepts and translate appropriately
- Translated documents from English to Portuguese
- Reviewed final works to spot and correct errors in punctuation, grammar and translation

EDUCATION

JUNE 2018

Post Graduation: Tour Guiding

Instituto Novas Profissões, Lisboa, Portugal

JUNE 2006

Master's Degree: Language Interpretation And Translation

Universidade Lusófona De Humanidades E Tecnologias, Lisboa, Portugal

MARCH 2000

Bachelor's Degree: Language Interpretation And Translation

Escola Superior De Tecnologia E Gestão, Leiria, Portugal