**JOANA MENDES STEWART**

TRANSLATOR

**PERSONAL SUMARY**

A multi-skilled, reliable and talented translator with a proven ability to translate

written documents from a source language to a target language. A quick learner who can absorb new ideas and can communicate clearly and effectively with people from all social and professional backgrounds. Well mannered, articulate and fully aware of diversity and multicultural issues. Flexible in the ability to adapt to challenges when they arise and at the same time remaining aware of professional roles and boundaries.

Would like to work as a freelance translator.

**WORK EXPERIENCE**

Translation services: University of Exeter 2009-20010

Translator Secrets PM September 2012

Ongoing services as a freelancer translator

Working freelance for a translation agencies, providing a translation and interpretation 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 and technical phraseology to ensure the correct translation is used.

. Liaising with clients to discuss any unclear points.

. Providing guidance and feedback and creating customer-specific style guides.

. Translation of documents/letters from a foreign language(Portuguese) to English and vice versa.

. Reviewing and proofreading mother-tongue text.

. Excellent English speaking and writing skills.

**KEY SKILLS AND COMPETENCIES**

. Familiar with translation software tools.

. Able to fluently speak Portuguese and English

. Excellent communication and social skills.

. Able to work to tight deadlines.

. Highly skilled in Word, Excel and Microsoft Outlook.

. Willing to travel and able to work under pressure.

. Able to prioritize work

. Detail orientated

. Well organized

**ACADEMIC QUALIFICATIONS**

Degree in Finance – ISCTE, Lisbon University Institute

CELTA – University of Cambridge

PERSONAL DETAILS

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*Portugal*

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