

# João Mata

Phone: 00351913000674 / 00351291616834

Email: joaomata1978@gmail.com

Skype: joao.mata13

Address: Madeira – Portugal

## Accurate and reliable English to Portuguese translator

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Highly motivated English to Portuguese translator and proofreader, dedicated to detail and committed to effectively communicating with clients, delivering top quality translations and meeting deadlines. Standard daily output of 3,000 words.

## Fields of expertise

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- Business and Finance; Marketing and Public Relations; Legal (Contracts, Letters, etc.); Gaming and Software (Mobile Applications); Travel/Tourism.

## Key achievements

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- Never missed a deadline in a 14-year career spanning from journalism to translation;
- Quickly adapted to change and thrived in challenging, fast-paced environments;
- Successfully led teams and worked with others to achieve common goals.

## Professional Experience

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### From April 2013 (ongoing)

#### TransPerfect – Translator and External Quality Manager

- Either as Translator or as Quality Manager, has worked on projects for many blue-chip clients, including the likes of Heineken, Coca-Cola, Ernst & Young, HSBC and more.
- As Quality Manager, ensures translated documents mirror the original source, making sure that directions were followed and if not, finds out why and fixes it;
- Has worked on linguistic validation projects involving back translation, checking the implementation of translations on websites and reporting errors, etc.

### From November 2011 (ongoing)

#### Gengo.com - English to Portuguese Translator and Proofreader ("Ultra" Level)

- At this online translation agency, works as a translator and proofreader;
- Worked on projects for clients in sectors such as e-commerce, software, gaming, mobile apps, automotive, messaging, movie-making, e-learning;
- Met deadlines and had all translations approved by clients.

### **Other Translation Experience (From 2013 - ongoing)**

#### **Also worked on projects for the following translation agencies:**

- Translation Cloud;
- AA Translations;
- Multilingual Connections;
- One Hour Translation.

### **From January 2009 – December 2013**

#### **Farmácia do Caniço – Administrative and PR Assistant (Madeira)**

- Produced press releases, advertising materials and handled marketing/PR.
- Devised the Newsletter project, which involved liaising with the articles' authors and newspaper Jornal da Madeira; proofreading of all articles and doing a monthly interview.

### **From August 2006 to March 2008**

- Lived in Venezuela, honing Spanish-speaking and writing skills;
- Part-time English teacher at Alpha Learning, in Puerto Cabello (Carabobo);
- Translated documents from and into English for local businesses.

### **August 2002 – July 2006**

#### **Senior Editor – Banking & Finance at Xtreme Information and Durrants (London)**

- At these media-monitoring companies, produced press-packs for blue-chip clients in the financial sector, including Lloyds TSB, Lloyds' of London, Barclays, among others;
- Selected relevant articles from the press and summarized them in English;
- Was in charge of assigning work, checking for accuracy and quality, ensuring the strict meeting of deadlines and liaising with account managers.

### **November 1999 – May 2002**

#### **Financial journalist at Negocios.pt and Jornal de Negócios (Lisbon)**

- Wrote news articles, features, market reports and interviewed business leaders;
- Translated news available at Bloomberg newswire, from English to Portuguese;
- Gained an understanding of financial markets and products and knowledge of terminology included in financial reports, statements, prospectuses, policy papers, etc.

### **Education**

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1996-2000 – Graduate degree in **Communication Sciences – Journalism**, by Faculdade de Ciências Sociais e Humanas (FCSH) of Universidade Nova de Lisboa.

### **General Information**

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- CAT Tools: SDL Trados Studio 2011 and Wordfast Pro;
- Experience in using other tools such as Google Translator Toolkit; SDL Worldserver.
- ADSL Internet connection;
- References and rates available on request.