



A little more about me

I have been translating since 1996, started on one of the biggest editors in Brazil, Editora Globo.

My career passed through many paths professionally, which enriched my knowledge and experience to deal with many subjects.

I am an e-learning enthusiastic, worked for a long time on customer relations, sales, and care, being a natural product store owner for 6 years.

My BA is in Social Communication with Desktop Publishing/ Publishing Production Specialization.

I have worked as an Executive Assistant for Top Executives and Companies as well, which gave me the discipline, organization, and ability to deal with challenging deadlines without fearing it.

In 2017, I started to look for another way to live and went back to the translations but decided to dedicate only to this.

I did two specializations courses, one of them is on Software and IT Localization. Lately, I have been working with e-commerce, education material for e-learning courses, Software and IT, Programming, and training material for network marketing in a major part of my time.

I am punctual, reliable, and easy-going.

You can have my Linkedin profile here:

<https://www.linkedin.com/in/juliana-paiva-rio-mendes-english-portuguese-translator>

My Proz.com profile here:

<http://www.proz.com/translator/2623967>

If you need any other information, certification or even a test to make up your mind, please feel free to contact me.

Best wishes,

Juliana Mendes

JULIANA PAIVA RIO MENDES - NATIVE LANGUAGE - BRAZILIAN PORTUGUESE

GOAL Elaborate and deliver translations with maximum quality on schedule-delivery.

SKILLS CAT Tools user: SDL Trados Studio (license owner – version 2017), Wordfast Pro 5 (license owner), MemoQ, Xbench, Lingotek, Cafetran.
Transcriber user, Office, and others.
Language pair of expertise: English – Brazilian Portuguese – PTBR- EN
Native Language: Brazilian Portuguese
TRANSLATION FIELDS OF EXPERTISE:
E-commerce, Software and IT, Official and legal documents, Network Marketing Training Material, Psychology, Business, Marketing, Education, Medical.

**PROFESSIONAL
EXPERIENCE**

OWNER | Translatingptbr | SINCE 04/2018

Technical Translations.

Main tasks: Prospection of new clients, translations, editing, MTPE, DTP, content producer, social media expert, image edition, transcreation.

OWNER | MUNDO VERDE CAMPINAS | 08/2012–04/2018

Management of a large natural products store.

Main tasks: Buying and selling merchandises, HR activities, financial controlling, and customer services.

EXECUTIVE ASSISTANT | LODUCCA | 06/2011–07/2012

Assistant to Planning VP and team.

Main tasks: Scheduling meetings, conference calls and travels; planning for documents and visas; elaboration of commercial letters and reports.

EXECUTIVE ASSISTANT | KASINSKI | 04/2007–08/2010

Assistant of the president of the company.

Development and implementation of corporate travel policies resulting in 30% savings on expenses; Organization of digital files and paper documents; regularization of old and new dealers; support to various managers simultaneously, including the president and vice president; control of legal papers for other five companies of the group;

organization of events and trainings, providing the infrastructure trade shows and

meetings with the dealer chain; complete support to the sales and marketing director as well as sales team in all their needs;

support to foreigner executives arranging visas, receptions at airports and transfers, for them and their families.

TRAINEE | EDITORA GLOBO | 1996/1997

TRAINEE

Main tasks: Desktop Publishing, Translations - EN_PT-BR, Photography Producer, Fashion Producer, Researcher.

I kept doing translations for the company for many years, under NDA Agreement.

ACADEMIC BACKGROUND

CEFR ENGLISH LEVEL C1 – BUSINESS | 09/19

AMERICAN & BRITISH ACADEMY – ABA ENGLISH

TRANSLATION TECHNIQUES: SOFTWARE AND IT | 04/18

GERONYMUS ESPECIALIZAÇÃO DE TRADUTORES

INTRODUCTION TO THE TECHNICAL TRANSLATION MARKET | 09/17

GERONYMUS ESPECIALIZAÇÃO DE TRADUTORES

BA SOCIAL COMMUNICATION – EDITORIAL PRODUCTION | 12/1995

ANHEMBI MORUMBI UNIVERSITY

X ABRATES INTERNATIONAL CONGRESS – 06/19

DURATION: 13 HOURS

POLIGLOTAR – POLYGLOTS EVENT AND TRAINING FOR MASTERING SKILLS ON LANGUAGE LEARNING

DURATION: 20 HOURS

CLIENTS

TranscribeMe, IEB Global, Adara, Magma Translations, YYZ Canada, to mention a few.