

Lorena Lima

Translator - Portuguese/English

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EXPERIENCE

PROEX UEA (Manaus, Brazil) — *Magazine Management Trainee:*

2022 - Present

Trainee in the magazine management to the “Extension in Magazine” from the Dean of Extension and Community Affairs (PROEX) - of the Amazonas State University.

Attributions: Operate Open Journal System 3 (OJS3); Carry out administrative routines in general; Translate researches and documents.

USBEA (São Paulo, Brazil) — *Workshop facilitator*

June 2022

Workshop facilitator about Social Projects development to the U.S BRAZIL EXCHANGE ALUMNI COMPANY - USBEA.

Attributions: Give a workshop on the development of social projects for members of the U.S Embassy in Brazil and participants of the Youth Ambassadors program in the celebration of the program's 20th anniversary event. *(Both English and Portuguese)*

KERUBIN ARTES (Manaus, Brazil) — *Marketing Translator*

2021 - 2022

Marketing translation for individual micro-entrepreneur (IME): Kerubin Artes.

Attributions: Translate Captions, advertisements, product descriptions via social media and website; Bilingual customer service.

Volunteer works:

- Documents and CV translations;
- Presentations Translations;
- Videos and Interviews translations;
- Production and translation of content for English proficiency tests.

OPERATIONAL SKILLS

Microsoft Office;

Google Workspaces;

Development of Digital Marketing;

C.A.T TOOL - SMARTCAT (user level).

Open Journal System 3;

Excellence in essays and dissertations.

SOFT SKILLS

Experience with English native speakers;

Fast learning;

Logical reasoning;

Reliability;

Passion for learning and teaching;

Clear Communication;

Self-taught person.

LANGUAGES

Fluent Advanced English (C2)

Native Portuguese (Brazilian)

Currently learning Spanish, French and Latin.

EDUCATION

Amazonas State University (UEA) — *Manaus, Brazil*

Majoring Licentiate Degree in Letters -
Portuguese Language and Literature.

Expected Conclusion: July 2026

Qualification Courses

Basic Training in:

Design Thinking - 8h

Entrepreneurship - 4h

Storytelling - 4h

Gamification- 2h

USBEA- U.S. - Brazil Exchange Alumni- Development Program

Leadership. Conclusion: 2021- Total workload 18h.

Professional courses in:

Business Management – 48 h

Digital Marketing – 24 hours

Hospitality and Tourism – 4 pm

Professional English – 16 h

OCTA TREINAMENTOS. Conclusion: 2018 – Total workload 104h.

Basic Trainings in:

Instrumental English, Administrative Routines, Image Treatment,

Digital Development, Hardware, Web Security and Personal Marketing.

PROEPE/ CEDASPY – Student Orientation Program for First Jobs.

Conclusion: 2017 – Course load 6h.

AWARDS

**Youth Ambassadors Program
- Cultural Exchange Program.
U.S Embassy in Brazil.**