**MARIA AMARAL**

[portuguesa@live.com](mailto:portuguesa@live.com)

**PROFILE**

An administrative professional experienced in providing administrative, clerical support, transcription and translating from three languages to English. Major strengths in organization, research, detail, verbal and written communication skills as well as exceptional customer service skills. Exercises sound judgment and works well independently or as part of a team. My language pairs are European Portuguese to English, Brazilian Portuguese to English, Spanish to English and Italian to English.

**EXPERIENCE**

XML Language Services Limited October, 2012

**Translator/Transcriber**

I transcribed and translated a commercial video for a major organization wanting a fresh approach to a popular product worldwide.

AVATAR MEDIA LABS, Toronto, ON April, 2012 – October, 2012

**Translator/Transcriber**

I successfully finished a major made for TV documentary as Avatar Media’s transcriptionist and translator for a project focusing on sports. The project consisted of forty episodes of one-half hour each.

OHHTEL.COM June, 2011 – April, 2012

**Virtual Online CSR/Translator/Writer**

Corporate translations for the organization’s Brazilian operations.

Liasion between corporate and public relations, marketing, news agencies throughout Brazil.

Interview set up between Ohhtel clients and various media centres (television, radio, print).

Successful online resolution of website problems.

GOLDEN TREE FARM, Toronto & Costa Rica May, 1983 - Present

**Virtual Administrative Officer**

Provide all virtual administrative assistance utilizing Skype, telephone, web and email.

Translation services between Portuguese, Spanish and English speaking executives worldwide.

Conduct small marketing events promoting the investment opportunity specially designed for the average individual who either doesn’t want or is financially unable to invest heavily in more conventional arenas.

Preparation of all company correspondence.

Deal with time sensitive and highly confidential investor information.

Occasional travel to St. George and Costa Rica to attend regular annual company meetings.

F&E JANITORIAL SERVICES August, 1972 - May, 1983

**Secretary**

Tracked employee hours, maintained three duty schedules.

Prepared full range of company correspondence.

Acted as HR Manager (hiring, promotions, dismissals)

CONQUEST VACATIONS June, 1976 – March, 1983  
**Administrative Assistant – Sales & Marketing**

Provided all aspects of administrative support to Vice-Presidents.  
Managed, organized, composed and distributed full range of executive correspondence.  
Liaison with and solved complex problems for, hoteliers, tourist boards and suppliers daily.  
Creative writing for travel brochures.  
Wrote press releases.  
Article editing and proofreading.  
Assisted in the production of travel brochures.  
Provided translation between Portuguese and Spanish speaking airline executives, hoteliers, suppliers, tourist boards and customers worldwide.  
Prioritization, juggling and trouble shooting.  
Actively assisted in the customer service department.    
Trade shows - registration and coordination.  
Occasional reception relief.  
Calendar management.  
Expense reports.  
Maintained travel itineraries for 7 VPs.  
Transcribed, proofread and edited lengthy and complex dictaphone reports.  
20% travel to the U.S., European and South American destinations.  
Occasional interviewing and hiring of destination tour guides.  
Discreetly handled sensitive and highly confidential matters for the President and VPs.  
As the founding member of the Welcoming and Senior Activities team, developed and fostered relationships focusing on individual growth, positive team membership experiences and hands on community service with heavy emphasis on self growth and empowerment of women.　

**EDUCATION & PROFESSIONAL DEVELOPMENT**

St. Joseph’s College – S.S.G.D.

**LANGUAGE & SKILLS**

Fluent English and Portuguese (European and Brazilian), Word for Windows, Microsoft Publisher, PowerPoint, Basic Excel, Top Producer (Real Estate Program),

Goldmine Database Program and Typing 80 – 120 wpm