**Menezes Chilola das Neves**

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OBJECTIVE:

To obtain a position where my experience and skills can be applied to the best of assigned duties

EDUCATION:

Higher Institute of Sciences of Education; Luanda Angola

*Bachelor of Arts in English Language Teaching (ELT)*

Arts and Humanities – English and Portuguese languages

***Translations Method – Wits University Language School, South Africa 2015***

***Medical Interpreting – Language Connections (Boston, MA) 2018***

EXPERIENCE:

**Freelance Translator & Interpreter and Teacher of English** Angola, Africa2015-2017

* Helped students understand English, speak it and be able to write and read it
* Provided basic administration such as keeping registers and attendance records, preparation of course work, lesson planning and the marking of work handed in. Additionally, carried out translation/interpreting works and provided interpretation services, research and or administration
* Liaise with English and Portuguese speaking staff, stakeholders & the public and business professionals seeking proficiency in English

**DTS Multinational Logistics Group**, Angola, Africa 09/05 – 02/15

Contracts Coordinator & Translator

* Planned trips via an e-travel system as well as telephone interpreting and facilitated that effective communication took place in English
* Created & managed a database for frequent travelers, compiled & circulated a daily airport/hotel/office transfers list
* Provided translation works of various nature (logistics, contracts, legal, finance, etc.)
* Assisted company management in meetings with non-English speaking staff and customers by providing interpretation services and liaising with clients to discuss any translated unclear points, reviewing and proofreading mother tongue texts.
* Managed contracts compliance and provided monthly department reports.

SKILLS:

Medical Interpreting

Translations - member of American Translators Association

Customer Service, office & Administration Services

Travel Agency and hotel Services

Trilingual: - English, Portuguese and Kimbundu