

# MYLENA PUTTI

• **Translator and Proofreader** •  
English into Brazilian Portuguese

Chapecó, Santa Catarina, Brazil  
+55 (49) 99925-0446  
mylena.putti@gmail.com

## ABOUT ME

I'm a native Brazilian translator, native Portuguese speaker and fluent in English. Passionate translator, working on connecting people around the world since 2021. I am very committed to my work and clients, flexible and deadline-driven, always doing my best to achieve the highest possible quality in my projects.

## EDUCATION

2011 - 2015 • Federal Institute of Santa Catarina: Agribusiness Technician Course

2016 - 2019 • CCAA Language School: English Language Course

2020 - 2022 • Rockfeller Language School: English Language Course

## EXPERIENCE

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| <b>2021 - up to now</b> | <b>Translation and Proofreading</b><br>English into Brazilian Portuguese <ul style="list-style-type: none"><li>• Petitions, legal documents, contracts, non-disclosure terms, apps, websites</li><li>• General Translation/Proofreading</li><li>• Direct clients, with non-disclosure terms.</li></ul> |
| <b>2017 - 2021</b>      | <b>Software Development Company</b><br>Financial Assistant <ul style="list-style-type: none"><li>• Responsible for controlling the company's inputs and outputs</li><li>• Responsible for charging customers for overdue invoices</li></ul>  |

## SKILLS AND MORE INFORMATION

- Translation of 2,000 - 2,200 words per day.
  - Rate per word starting at \$ 0.05 (negotiable).
  - Cat Tools: SmartCat proficient, but currently studying about Trados.
  - I don't have a specific field of translation (always open to all sort of projects)
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