PROFESSIONAL RESUME

**Natalia Reis dos Santos**

Brazilian, 37 years old, one son

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**Academic Background**

Postgraduate in English Translation by Universidade Gama Filho - UGF

(02/2012 a 10/2012 – incomplete)

Bachelor of Tourism by Faculdades Integradas Hélio Alonso (03/2003 to 07/2006)

**LANGUAGES**

Fluent English – CCAA

Fluent Spanish – CCAA

**PROFESSIONAL EXPERIENCE**

• Varig S.A.

Start: 06/2004

End: 06/2005

Position: Trainee in the check-in sector

• Transamérica Flat Barra

Star: 09/2005

End: 11/2005

Position: Governance supervisor

• Rio Sul Shopping

Start: 03/2006

End: 07/2006

Position: Bilingual receptionist

• CM Soluções Informáticas

Start: 09/2006

End: 06/2007

Position: Implantation of hotel business systems

• Personal Service

Start: 08/2007

End:12/2009

Cargo: Trilingual receptionist

• Rajão&Athayde Tradutores

Start: 02/2010

End: 08/2018

Position: Proofreader, technical translator and patent translator; CAT tool domain.

• I currently work as a freelancer in the field of patent translation. I use the following translation tools: Trados and MemoQ.