

PATRÍCIA DA SILVA FEITEN

English-Portuguese Translator & News Editor

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PROFILE

- Proven translator with ten years of experience translating English to Portuguese, specializing in business, economics, finance, human resources, marketing, management, leadership, legal, culture, international affairs, politics, health care, military and defense, using the specific terminology and style appropriate to each field.
- Careful verifier of content translated from English to Portuguese, ensuring a high degree of accuracy through the translating process, as well as the grammatical, spelling and punctuation correctness.
- Reliable, flexible professional with experience in handling confidential paperwork, working with tight deadlines and dealing with short and long translations.
- Proofreader of Portuguese content in many formats, including institutional publications, magazines, journals, reports, feature articles, advertising pieces and brochures.
- Seasoned news editor with proven editing skills in Portuguese, a broad work experience in newspapers and an extensive knowledge in economic, political and international affairs.

TRANSLATION EXPERIENCE

BOLD Limited, San Francisco, CA, USA (www.bold.com)

Apr. 2019 – Dec. 2019

Translator (Part-time/9-month contract)

- Translated content from English into Portuguese for multilingual resume builder website *My Perfect Resume* on a daily basis.

Traduzca, Porto Alegre, RS, Brazil (www.traduzca.com)

Nov. 2009 – Present

Freelance translator & proofreader

- Translate and proofread a variety of documents, including articles, reports, market reviews, newsletters, press releases, communications, institutional publications, proposals, agreements, terms and conditions, legal documents, brochures, website content, advertising pieces, video content, business correspondence, performance evaluation-related documents, company presentations, leadership training materials, patents, machine operation manuals, TV show synopsis, documentary films, children's books, academic transcripts, degrees, diplomas and certificates, among others.
- Proofread text documents in Word, Excel and PowerPoint formats, checking for grammar, spelling and punctuation errors.
- Proofread corporate publications, brochures, trade association and union journals converted in PDF format, making corrections to theses files using the "comments tool" in Adobe Acrobat Pro.

thebigword, Leeds, England, UK (en-gb.thebigword.com)

Nov. 2017 – April 2018

Freelance translator & proofreader

- Proofread translations of military and defense-related news stories for a U.S.-based client company.

General Dynamics Information Technology, Rockville, MD, USA (www.gdit.com)

Nov. 2016 – Set. 2017

Freelance translator

- Translated (English into Portuguese) press statements, press briefing transcripts, remarks, fact sheets, press guidances, executive orders, social media content and other daily contents issued by the U.S. Department of State and its affiliated agencies, for their internal use.

General Dynamics Information Technology, Rockville, MD, USA (www.gdit.com)

Dec. 2009 – Jun. 2016

Freelance translator & translation verifier

- Translated (English into Portuguese, Portuguese to English) news stories, features and photo essays on Latin-American, Central American and Caribbean issues for *Inforsurhoy.com*, a multi-lingual website run by the U.S. Department of Defense.
- Translated (English into Portuguese) daily news stories, features and photo essays on defense, military, anti-organized crime and humanitarian aid programs for *Dialogo-Américas.com*, a digital magazine aimed at strengthening the U.S. Southern Command's relationship with its counterparts in Latin America and the Caribbean.
- Translated (English into Portuguese) short articles for *ShareAmerica.gov*, a U.S. Department of State's platform aimed at sparking discussion on democracy, innovation, entrepreneurship, education and the role of civil society.
- Verified and edited English into Portuguese translations of news stories, features, photo essays and daily content, ensuring the alignment between the English and Portuguese versions.
- Verified daily translations of *Inforsurhoy.com* and *Dialogo-Américas.com* readers' comments from Portuguese to English and English to Portuguese.

JOURNALISTIC EXPERIENCE

Jornal do Comércio Newspaper, Porto Alegre, RS, Brazil (www.jornaldocomercio.com)

May 2019 – Present

Freelance Reporter

- Report on arts and culture for a weekly culture supplement.

Jardine Comunicação, Porto Alegre, RS, Brazil (www.jardinecomunicacao.com.br)

Jun. 2018 – Sep. 2018

Press Officer (Contract)

- Wrote press releases and developed news stories for client websites.
- Planned and wrote social media content.
- Wrote and edited a client printed publication.

VEJA Magazine, São Paulo, SP, Brazil (www.veja.com.br)

May 2018

Freelance Reporter

- Reported on the Southern region's food and drink scene for the 2018/2019 edition of *VEJA Comer & Beber Porto Alegre*, an annual list of the best restaurants and bars located in Porto Alegre, Rio Grande do Sul state's capital.

CDN Comunicação Sul, Porto Alegre, Brazil (www.cdn.com.br)

Apr. 2018 – May 2018

Press Officer

- Wrote press releases and news stories on client business and events.
- Distributed press releases to local and regional media, serving as a point of contact for press and media communications.
- Monitored media coverage of client's activities.
- Planned and wrote social media content.
- Developed news stories for client websites.
- Produced content for company internal and external newsletters.

Zero Hora Newspaper, Porto Alegre, RS, Brazil (www.zerohora.com)

Aug. 2000 – Apr. 2013

Business Assistant Editor

- Edited news stories for the daily business and political sections of the newspaper.
- Edited news stories for factual information and grammatical correctness from on-staff writers.
- Managed, assigned and edited special sections content.
- Wrote feature stories on local economic issues.

Jornal Comunicações, Porto Alegre, RS, Brazil

Oct. 1994 – Aug. 2000

Business Editor & Reporter

- Edited news stories for regional trade association magazines, including publications by the Supermarket Association of Rio Grande do Sul and the Trade Association of Rio de Janeiro.
- Reported on a variety of topics on Brazil's retail industry.
- Provided coverage of retail industry major events, conventions and tradeshow nationwide.
- Developed and assigned coverage ideas for feature stories.

NH Newspaper, Novo Hamburgo, RS, Brazil (www.jornalnh.com.br)

Sept. 1993 – Oct. 1994

Business reporter

- Reported on local business issues.

EDUCATION

B.A. in Social Communications with major in Journalism

Mar. 1988 – Feb. 1992

Federal University of Santa Maria, Brazil (www.ufsm.br)

B.A. in Language and Literature with major in English-Portuguese Translation

Mar. 2004 – Sep. 2009

Federal University of Rio Grande do Sul, Brazil (www.ufrgs.br)

LANGUAGES

English: Full professional proficiency

Portuguese: Native proficiency

French: Advanced level

Spanish: Intermediate level speaker

TECHNICAL SKILLS

- Microsoft Office Suite, Adobe Acrobat Pro, Adobe InDesign
- SDL Trados Studio, Subtitle Workshop, Aegisub
- Windows and MAC platform