**NAME: Patrícia Pinto**

Curriculum Vitae

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**Professional Summary**

Certified Translator / Proofreader since 2002; a qualified professional with over 16 years’ experience, providing excellent Translation / Proofreading services; a Portuguese native speaker, very good level of English and French and knowledge of Spanish as well.

Experience acquired in a wide range of areas including: Sciences, Technologies, Electrical, Automobile and Film Industries, Banking, Capital and Emerging Markets, Economy, Corporate Finance, Global Marketing, Accounting, Entrepreneurship, Investments, E-Commerce, Trading, Transportation, Consumer Products, Customer Services, Information Systems, Real Estate, Sustainable Entrepreneurship, Technical Translation, Firm Innovation, Tourism, Legal, Music, Arts, Clothing, Crafts, Cultures, Cinema, Religion, Society, Sports, Legends, Myths, et alia.

**Key Skills:**

* Efficient, responsible, dynamic, effective, objective, balanced, unbiased, highly motivated, accurate, flexible thinking. An excellent communicator, with a caring nature, who is able to get on well with everyone and has good listening skills and excellent customer service skills.
* A keen team player who works well not only alone, using own initiative, but also integrated in a team by working to achieve common goals. Ability to follow instructions and complete tasks in a timely manner.
* A quick learner; able to acquire new skills and ideas easily; well organised, with a conscientious approach and attentive to detail.
* Full awareness of Health & Safety at work act.
* Computer literate; knowledge of e-mail programs, browsers to surf the internet, spreadsheets, presentation creations, Office, Excel, et alia;
* Very good level of English and French; knowledge of Spanish, as well, and my native language is Portuguese (EUROPEAN). Use word processing software, CAT Tools, Idiom WorldServer, WordFast, Trados, a.s.on. Experience in localization as Editor, Post-Editor, Language Leader;
* Extensive experience in the Marketing and communication content; IT and Telecommunication; experience in translation of media contents.
* Recognition and identification of the eventual obstacles in the workplace; good organisational skills; capacity to rearrange unordered content into logically structured and coherent layout.

**A Brief Statement / Relevant Aspects**

My Translation / Proofreading advanced skills allow me to effectively work on all sort of sectors Industries, while dealing with all the necessary requirements to deliver the best results on: documents, articles, letters, lyrics, subtitling, websites, books, glossaries, or any other content that will need to be translated.

I am also certified and experienced in the Administration and Management fields, since 2008, among other complementary Training Certificates, including: Alternative Medicines, First Aids, IT, Legends, Economics, Accountancy and others.

In 2015, I started contributing, as a Volunteer, to the development of the non-profit Organizations, including the Rosetta Foundation and the Translators Without Borders projects, in areas such as: Natural Disasters, Rare Diseases, Breeding, Paralympics, et al.

I have been studying, nearly, all my life - something that I have always wanted and let me extremely satisfied at all times; I always loved what I have done I have learnt self-taught in multiple matters, as well; I am self-directed and I do approach every situation with passion, purpose and a positive can-do and never-say-die attitude.

**Employment History**

**Sep 2001 – Present: Self-Employed, Portugal and England –** Translator / Freelancer / Proofreader / Editor / Post-Editor. Translation of all sort of: documents, letters, websites, books, glossaries, technical and non-technical articles, subtitling, lyrics and others, in areas such as: Sciences (Veterinary; Biology; Psychiatry; Psychology; Medical - alternative and conventional medicines; et al.), Pharmaceutical, Art, Music, Clothing, Crafts, Timber, Culture, Cinema, Religion, Societies, Sports (ex. World Dances, Olympics, Football, et al.), Legends, Myths, Health and Beauty, Gems, Children´s, Adult´s, Young Adults; Law, Food, Banking, Tourism, Business, etc. Some of the most extensive translation jobs include:

* English Glossaries (clothing, timber, technical and abbreviations);
* English Books: "The Mayan Factor" and “Immortals” (Myths and Legends); "Sherlock Holmes for Kids" (Mystery Fiction; 6 children´s books); "Atlantis - The Eyewitnesses” (4 Scientific books); "Portal to a Parallel Universe" (Scientific explanation to the ‘unknown’; movie script); "Vegan Recipes" and "10 Day Green Smoothie Cleanse" (Cooking); "Emotional Vampires" and “Organized Mind" (Self-help); "Noise & Sound Reflections"(Poem / Prose); “50 Shades of Grey" (Erotica); “Crystal Healing – Scientific Evidence" (Alternative Medicine); “Duke & Michel" (series of 3 Young Adult books; Adventure Fiction); “The Noel Surprise", “An Irresistible Surprise" and "The Sweetest Surprise" (Set of 3 books; Romance); “Child of Chaos” (Horror; Space Opera); “Artificial Intelligence” (Technology); “Regenerative Enterprise” (Economics; General), etc.

**January 2007 - May 2009: Madiseia, Seia, Portugal – Business Management / Administrative.**

Responsible for the management of the office, dealing with customer services, cash handling, working within a team and by myself while supporting the Accountant; key-holder duties, receipts, invoices, e-mails, post, fax, scanning etc.

**2008 - Present: Independent Professional Translator / Interactive Teaching**; programs / training solutions designed for children, young adult, and adult students and trainees; Homebased and Institutional, Portugal and England.

**Sept 2009 – January 2014 – Administrative / Telephonist; Saga, Margate, England.**

Responsible for the backoffice, key holder responsibilities, working within a team following work regulations; fax, e-mail, scanning, copying, receiving / making phone calls, dealing with customer’s enquiries and so on.

**May 2015 – Present: Translator / Proofreader Volunteer at** **The Rosetta Foundation and Translators Without Borders - Non-Profit Organizations;** Homebased, London, UK, and Seia, Portugal.

**Education / Training / Proficiency**

* Innovating.
* Planning.
* First Aids.
* Windows 98.
* Training - Interacting Teaching, Counselling, Motivating Students.
* Reflexology; Colour Therapy; Stress Management Techniques.
* Workshops on several distinct areas.

**Certifications**

**1999-2002** – **ESE CB, Castelo Branco, Portugal** – Translation: English, French and Russian into European Portuguese (vice versa).

**2000-2002 (additional)** - **ESE Castelo Branco, Portugal** – Secretariat / Administration.

**2003 – EnPlenitude, Madrid, Spain** – Musictherapy.

**2005-2006** – **ESTG IPG, Guarda, Portugal** (Post-Graduation for Bachelors) - Organizational Management – Economics and Accountability fields.

**2008 – Conclusão, Seia, Portugal** – Management and Mentoring Trainer / e-Trainer.

**2010 – PME Link, Seia, Portugal** – Brainstorming - Obstacles Resolution Tactics.

**2012** - **EnPlenitude, Madrid, Spain** - Herbal Medicine.

**2015 - The** Institute **for** Employment **and Vocational Training, Seia, Portugal** - Assertive Communication.

**2016** – **Clinical and Translational Science Institute - University of Minnesota, USA** - Optimizing the Practice of Mentoring.

**2018 – Lisbon Educational Center, Lisbon, Portugal** – e-Trainer

**\*Certifications** upon request.

**\*European Computer Driving Licence** since 1999.

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**Average Translation Speed per Hour:** 370-550 Words.

**Average Editing / Post-Editing Speed per Hour:** 1500 -1800 words or 6 pages, where a page is average 1325 characters (incl. spaces).

**Translation Rates per Word:** from0.03€ / $0.05 / £0.04 (negotiable).

**Translation Rates per Hour:** from €16,88 / $19,84 / £15,10 (negotiable).

**Dif. Prices Per:** page / book / article / website / project / day, according to subject / vocabulary / interrelated tasks, deadline, limitations, number of pages, type / size of letter, et alia..

**\*Translator’s Charter** upon request.