



Roberto Fleck

Freelance Translator

English/Brazilian Portuguese

****Contact:**

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****Profile Summary:**

Highly skilled and dedicated freelance translator with a proven track record of delivering top-quality translations in the technical-scientific sector. Fluent in English and Brazilian Portuguese, I excel in accurately conveying complex concepts and terminology while maintaining the integrity and nuance of the original text.

With a strong foundation in the use of CAT tools such as "MateCat" and "SmarCat", I ensure efficiency and consistency in every translation project.

Known for my exceptional interpersonal skills, adaptability, and commitment to professionalism, I consistently meet deadlines and exceed client expectations.

Committed to delivering exceptional service and exceeding client expectations, I pride myself on my proactive communication, attention to detail, and dedication to ensuring client satisfaction with every translation project. With a proven track record of consistently delivering high-quality translations in the technical-scientific sector, I strive to go above and beyond to meet the unique needs and preferences of each client.

****Personal Information:****

- ****Freelance Translator:** Proficient in translating English to Brazilian Portuguese, specializing in technical-scientific content.
- ****Language Pairs:** English - Portuguese (Brazil).



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- **Daily Capacity:** Capable of translating approximately 3,000 words per day.
- **CAT Tools:** Proficient in the use of "MateCat" and "SmarCat" to enhance translation efficiency and consistency.

As a freelance translator specializing in English to Brazilian Portuguese, I've successfully completed numerous projects in the technical-scientific sector, demonstrating a keen eye for detail and a commitment to delivering high-quality translations. Here are a few key achievements and projects that highlight my expertise:

- **Technical Manuals Translation:** Translated complex technical manuals for leading engineering and technology companies, ensuring accuracy and clarity in terminology and instructions. Notable projects include translating user manuals for industrial machinery and software documentation for IT systems.
- **Scientific Papers:** Collaborated with researchers and academics to translate scientific papers and articles across various fields, including engineering, computer science, and environmental studies. By effectively conveying complex concepts and research findings, I've helped facilitate the dissemination of knowledge to Portuguese-speaking audiences.
- **Website Localization:** Played a key role in localizing websites and digital content for international clients seeking to expand their presence in the Brazilian market. This involved not only linguistic translation but also cultural adaptation to ensure the content resonates with the target audience.
- **Volunteer Work with Translators Without Borders:** Contributed my translation skills to humanitarian efforts through volunteer work with Translators Without Borders. Translated a wide range of materials, including educational resources, healthcare information, and crisis response materials, to support communities in need around the world.

These achievements demonstrate my proficiency in handling diverse translation projects with precision and professionalism. My ability to adapt to different subject matters, maintain consistency in terminology, and meet tight deadlines has earned the trust of clients and collaborators alike.



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****Education:**

PUCRGS - Pontificia Universidade Católica do Rio Grande do Sul
Polytechnic School - Porto Alegre, RS
Electronic Engineering - 1967-1971

UNISINOS - Universidade do Vale do Rio dos Sinos
São Leopoldo, RS
Postgraduate Studies in Systems-Analysis - 1990-1992

****Professional Experience:**

Actual Position: Freelance Translator

Companies: volunteer translation work as for "Translators Without Borders" and "TED " totaling about 10 thousand words translated.

Actual Position: Systems Analyst and Web Designer (1999-present)

Company: Outside Consultant

Activities: Currently I carry out my professional activities as a Consultant and Systems Analyst with respect to the design, development and implementation of Management Software.

Earlier, I have been an expert developer in "DataFlex", which is a software development environment provided by "Data Access Corporation". It is designed to facilitate the development of database-driven business applications. It is a comprehensive software environment that empowers developers to create robust, scalable, and customizable business applications across various platforms and environments. Its focus on database connectivity, cross-platform support, and web development makes it a versatile choice for building modern business applications.

Position: IT Manager (1987-1991)

Company: GOLDEN EXPORT-Agenciamento P / Exportação Ltda.,
Novo Hamburgo, RS

Activities: company in the field of providing agency services for the export of footwear produced in Brazil to the United States.

Main duties:

- Responsible for computerization of the company's Brazilian branch.
- Data Center Manager, with coordination of the export and shipping document preparation team of the exported goods. Design and development of IT administrative systems, controls for footwear production and export/shipping controls.
- Responsible for the data transfer between the local branch and the head office, in New York, NY, USA.



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Position: IT Manager (1984-1987)

Company: WESTERN - Comércio de Calçados Ltda., Novo Hamburgo, RS

Activities: company providing agency services for the export Brazilian footwear to the United States, and atelier (small factory) for the development of shoe samples.

Main duties:

- Responsible for computerization of the Brazilian branch of the company.
- Design, development and maintenance of IT administrative systems, controls for footwear production and export/shipping controls.
- Responsible for the data exchange between the local branch and the head office, in Boston, USA.
- Responsible for the control, the operation and the staff of the Data Center.

Other Information:

- International trip to Europe between 1974 and 1976, for internships in the field of Electronic Engineering in Broadcasting companies in Germany ("SDR" - Stuttgart and "BRF" - Munich), The Netherlands ("NCRV"- Hilversum and Loopik) and England ("BBC"and "ITV" - London);
- Technical visits for specification/purchase of electronic equipment for radio and TV stations ("Continental Electronics" - Dallas/Texas and "BEI-Broadcast Electronics" - Quincy/Illinois) USA, in 1980;
- Mastery of the Microsoft Office Suite (Excel, Word, etc.);
- Several university extension courses in the Software Area, like "PHP Programming" - Project of WEB Sites, "MySQL Data Base" - Data Administrator;

Hobbies:

- Reiki Master (Mikao Usui's System);
- Genealogy;
- Philately.