

**** Personal details:**

* Name: Sara Peck

• Address: 60-185 Sk.rzewo .

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• [Mail: pecksara346@gmail.com](mailto:pecksara346@gmail.com).

* Nationality: Portuguese .

• Date of birth: 6/9/1970 .

• Native language: Portuguese .

* Job: Freelancer only .

**** Experience:**

1-Freelance translator from 1998 -now. 2-Teacher in trade/translation.

3-Tutor guide.

***Education:**

• BA in Law (The Poznan University of Economics - Poland).

• BA in Translation at New University of Lisbon in Portugal.

• MA in Translation at University of Bristol in England.

**** Services:**

Translation, Proofreading, Editing.

****Cat tools:**

Word fast, SDL Trados .

***Experience:**

- 17 years' experience .

***Software:**

- Adobe Acrobat, Microsoft Office Excel, Microsoft Office Word, Adobe Photoshop, Microsoft Office PowerPoint.

***Other Software:**

- Operating system: Windows XP, Windows Vista,

Windows 7

• MS Office 2003, MS Office 2007, MS Office 2010

• SDL Trados 2007 Freelance

• Adobe Acrobat 7.0 Standard

- Adobe FrameMaker 8.0.
- Adobe Indesign CS3
- ABBYY FineReader Pro 5.0.

**Additional hardware :*

- Laser printer,
- Scanner,
- Faxmachine,
- Photocopier.

**My best fields:*

Law (Banking (Taxation, Customs), Localization, Machinery Tools, Management, Manufacturing, Marketing, Market Research, Mathematics Statistics, Medicine, Metallurgy, Mining Minerals,

Gems, Printing Sports, Recreation, Fitness, Transportation, Shipping, Social Science, Travel Accounting & Relations, Agriculture, Archaeology, Astronomy Space, Automotive, Biology, Biotechnology, Botany, Chemistry,

Computer Hardware, Computer Software, Finance, Economics, Fisheries, Timber, Games, Computer Games, Gastronomy, General, Genetics, Health Care, Medicine, Music, Automotive, Engineering, Advertising & Crafts, Painting, Arts and Humanities, Building & Construction, Business, Commerce, Copywriting, Cosmetics, Beauty, Ecology & Environment, Education, Pedagogy, European Union, Fashion, Textiles, Clothing, Folklore, Food, Nutrition, Forestry, Wood, Timber, Gastronomy, General, Geography, Globalization, Government, Politics, History, Human Resources, Journalism, Linguistics, Literature, Poetry, Localization, Management, Media, Multimedia, Philosophy, Photography, Graphic Arts, Psychology, Real Estate, Science.

**TRANSLATOR AT A GLANCE:*

I provide professional translations in the following language pairs:

- * Spanish English .
- * Portuguese English .

**Recent trainings and conferences:*

- 1998 Participation in the Trados Studio 2001 Workshop in Warsaw (Advanced Level)

- 2000 Participation in a translator conference in Warsaw .
- 2001 Participation in the international conference for translators, also as a speaker.

** Last project:*

- Translating and proofreading more than 6,250,100 words for Fashion.
- Translating more than 50,000 books for Psychology.
- Translating and proofreading more than 3,760,500 words for Linguistics.
- Translation and proofreading more than 10,000 books for Architecture.
- Translating more than 7,420,970 words for Business.

*Translating and Proofreading more than 6,200,680 words for Human Resources.

. Translation and proofreading more than 5,880,200 words for Accounting.

. Translating and proofreading more than 1,600,870 words for IT.

* Translating and proofreading more than 3,600,500 words for Beauty.

. Translating and proofreading more than 4,710,400 words for Education.

. Translating and proofreading more than 5,300,100 words for Building Construction.

. Translating more than 1,200,100 leaflets for Computer Software.

. Translating and proofreading more than 5,550,890 words for Beauty.

. Translating and proofreading more than 4,710,400 words for Education.

. Translating and proofreading more than 5,300,100 words for Building Construction.

. Translating more than 1,200,100 leaflets for Computer Software.

. Translating and proofreading more than 5,550,890 words for Media.

. Translating and proofreading many medical documents about 5,630,864 documents.

. Translating 8,500,300 words for Financial reports.

. Translating 7,600,200 words for Marketing Researches. * Translating and proofreading 8,700,900 Scientific Certificates and Researches.

. Translating and proofreading 9,800,600 Law documents. * Translating 5,200,800 technical documents.

. Translating book about 1,760,000 words for Economy.

. Translating documents about 4,700,000 words for Tourism.

. Translating 6,850,300 words for Engineering.

. Translating more than 1,900,500 web pages for Sports.

. Translating about 6,900,700 words for Healthcare.

. Translating more than 3,800,450 words for Fitness.

. Translating more than 3,200,000 words for Literature .

- . Translating more than 2,900,000 words for Health Food. *Translating and Proofreading 5,400,100 words for Social Science.
- . Participated in legal data analyses and made appropriate and effective suggestions as to the optimum solution.
- . Translating and Proofreading 4,950,300 words for Environment.
- . Writing technical papers and manage standard for products and tests.
- . Analyzed sales activities, marketing campaigns and metrics with charts, graphs.
- . Translating and Proofreading 5,800,500 articles for Journalism.

Profile :