

Teresa Gabriela Lopes Leal

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Gender: Female **Date of birth:** 25/11/1973 **Nationality:** Portuguese

WORK EXPERIENCE

[15/10/1996 – 23/07/1997]

Teacher of English (EFL) and Translation Techniques of English

Vilamoura International School, Vilamoura, Portugal

Business or sector: Education

Teacher of English (EFL) and Translation Techniques of English

[07/07/1997 – 08/10/1997]

Translation Assistant

Rank Xerox - LTC (Language Technology Centre), Slough, London, United Kingdom

Translation Assistant EN/DE-PT for Rank Xerox - LTC (Language Technology Centre), Slough, London, United Kingdom

[24/08/1998 – 27/09/1999]

Translator DE/EN -PT

Traducta - Translation & Interpretation Services, Lisbon, Portugal

Translations (freelance basis) from EN/DE -PT: technical documents (automotive)

[01/10/1999 – 20/02/2000]

Translation Trainee DE/EN - PT

Translation Service (DG - Translation), European Commission, EU, Brussels, Belgium

Translation Traineeship DE/EN - PT, Translation Service (DG - Translation), European Commission

[01/03/2000 – 28/01/2005]

Translator (freelance) DE/EN-PT

Traducta - Translation & Interpretation Services, Lisbon, Portugal

Translation DE/EN-PT: technical translation (automotive), Lisbon, Portugal

[11/2001 – 07/2004]

Translator (freelance) DE/EN/FR - PT

DG Translation - European Commission, EU, Brussels, Belgium

Translation from DE/EN/FR - PT of documents in the field of European Affairs

[01/08/2005 – 31/08/2006]

Sales Expert

National Costume Museum, Lisbon, Portugal

Sales and Marketing Assistant, at National Costume Museum, Lisbon, Portugal

[01/11/2007]

Translator (freelance) DE/EN -PT

Dinalivro - Distribuidora Nacional de Livros, Lisboa, Portugal

Translation into Portuguese of "Signs and Symbols" (EN) / "Zeichen und Symbole" (DE), by Clare Gibson - "Sinais e Simbolos", ed. Hff Ullmann, 2008

[12/10/2008 – 05/2009]

Teacher of English - EFA Courses (English for Adults) & English for Business and Commerce

IEFP - Instituto de Emprego e Formação Profissional de Sintra, Portugal

Business or sector: Education

Teaching English - EFA Courses (English for Adults) & English for Business and Commerce

[01/10/2009 – 03/2011]

Teacher of English - EFA Courses (English for Adults)

IEFP - Instituto do Emprego e Formação Profissional da Amadora, Lisbon, Portugal

Business or sector: Education

Teaching English - EFA Courses (English for Adults)

[07/2010 – 12/2010]

Translator DE/EN/FR - PT

Aliança Mosaica - Translation Services, Lisbon, Portugal

Translator of documents from EN/DE/FR into PT - Law (Contract Law); Banking, Finance & Economics; Health & Medicine; Pharmaceuticals; Social Sciences; Web; Automotive

[20/12/2010]

Translator (freelance) EN/DE/FR - PT

Lingo24 - Translation Services, London, United Kingdom

Country: United Kingdom

Translation and Proofreading in the following areas of expertise: Law; Business & Commerce; Transport; Banking, Finance & Economics; Government & Politics; Humanities

[07/2012]

Translator and Reviewer EN/DE/FR - PT

Mais Idiomas, Lda. - Translation Services, Oporto, Portugal

Translation from EN/ DE/ FR into PT of technical documents - Technology, Engineering, Machines, Law, Architecture, Economy & Finance, Medicine

[09/2012 – 11/2012]

Translator and Editor

Youth Leader, UNESCO/UNO, New York, United States

Translation Volunteers for UNESCO/UNO - Youth Leader Magazine, translation from EN into PT

[12/2012 – 12/2012]

Translator from PT into EN

Rui Prata Ribeiro, Civil Construction Enterprise, Coimbra, Portugal

Translation from PT into EN in the field of Civil Engineering

[03/12/2012 – 19/12/2012]

Teacher of German

INESP, Lisbon, Portugal

Teacher of German (DE) Training Courses in the field of Hotel and Tourism

[01/07/2012 – Current]

Translator and Reviewer DE/EN/FR/ ES > PT

Translation of documents En/De/Fr/ Es into Pt for the following companies in various areas:

LanguageWire - Denmark:

- Translation of documents DE/E - PT - Marketing, Products, Tourism, Software, Medicine, Pharmacy

Talkbridge, British Virgin Islands:

- Translation of documents EN/PT – Technology, Engineering, Law

RWS Language Services and Technology

- Assignment of translation projects EN-PT.

SeproTec Traducción e Interpretación S.L.

- Translation EN/DE/FR into PT

CLS-4 Text

- Translation of documents DE-PT
- Automotive engineering, machines, (...)

Lionbridge Technologies LLP

- Translation of documents DE-PT, EN-PT, FR-PR, ES-PT

Protranslate (www.protranslate.net)

- Translation of documents De-Pt, En-Pt, Fr-Pt, Es-Pt

The LanguageShop - Nova Iorque, EUA:

- Translation of documents En- Pt - Medicine

Eurologos - Lisboa, Portugal:

- Translation of documents DE/PT/FR-PT – Law, Engineering,
- Machines -

Glossarium, Lisboa, Portugal:

- Translation of documents EN/FR - PT - Law, Engineering

PlanU2, Porto, Portugal:

- Translation of documents (Review) DE/FR/ES - PT – Law,
- Technical Translation

Textking - Germany: Translation of documents DE-PT

- Technical translation

[01/02/2013 – Current]

Translator and Reviewer EN / FR/ DE/ ES > PT and PT > EN***Deltatext*****City:** Madrid**Country:** Spain

(a) Technology, Engineering, (b) Finance and Economy; (c) Law

[08/04/2016]

Translator and Reviewer EN/FR -PT & PT-EN***UNDP - UNITED NATIONS (Online Volunteer)***

- Translation of "Concept Note" - from **English into Portuguese.**
- Translation of two UN documents on "Climate Change" - from **English into Portuguese.**
- Translation of a case study for Inclusive markets in Brazil - from **Portuguese into English.**
- Traduction de la Loi-Modèle ONUDC de 80 pages contre le Terrorisme - from **French into Portuguese.**
- Translation into Portuguese of UN Plan of Action to Prevent Violent Extremism - **from English into Portuguese.**

EDUCATION AND TRAINING

[01/10/1991 – 02/07/1996]

University Degree ("Licenciatura")***Faculty of Letters, University of Coimbra, Coimbra, Portugal*****Field(s) of study:** Modern Languages and Literatures: English and German Studies**NQF Level:** University Degree ("Licenciatura") - (Level: "Bachelor of Arts with Honours")
Modern Languages and Literatures - English and German Studies

[01/10/1996 – 30/07/1998]

Postgraduation/ Specialization***Faculty of Letters, University of Lisbon, Portugal*****Field(s) of study:** Translation**NQF Level:** Post-graduation Course in Translation EN/DE into PT (Level: 'First with honours')

Translation: English and German into Portuguese

[01/09/2009 – 07/2011]

Master in Education (Attendance)

Faculty of Letters, University of Lisbon, Lisbon, Portugal

Field(s) of study: Education Science

NQF Level: Master

Student (Attendance) of the course of Teacher Training and Education Science: English and German

[30/10/1995 – 30/07/1996]

n/a

University of Salzburg, Austria

NQF Level: n/a

Conclusion of the last year of Modern Languages and Literatures at the University of Salzburg, Austria as an ERASMUS student.

[02/07/1991]

'First Certificate in English', by the University of Cambridge, 1991

University of Cambridge

Field(s) of study: Course of English

NQF Level: n/a

Course of English: 'First Certificate in English'

[06/1991]

'Certificat Pratique de Langue Française: six années d'études de langue française'

Institut Franco-Portugais

Field(s) of study: Course of French

NQF Level: n/a

Course of French: 'Certificat Pratique de Langue Française: six années d'études de langue française'

[01/09/1995]

Certificate of German: 'Die Deutschen Sprachkurse für Ausländer

University of Vienna's Summer School, Vienna, Austria

Field(s) of study: Course of German as a Foreign Language

NQF Level: Certificate of German

Certificate of German Language - 'Die Deutschen Sprachkurse für Ausländer - Kurs VI

(STUDENTSHIP of the University of Vienna)

[01/09/1995]

Sonderkurse

University of Vienna's Summer School, Vienna, Austria

Field(s) of study: Translation, Administration and Communication

NQF Level: Certificate

- 'Sonderkurse: Deutsch-Englisch Übersetzung', course of translation German and English;

- 'Sonderkurse: Kaufmannische Schriftverkehr': course of administrative techniques;

- 'Sonderkurse: Kommunikation', course of communication;

(STUDENTSHIP of the University of Vienna)

[16/08/1996]

Course on English Literature

University of Edinburgh, Scotland, United Kingdom

Field(s) of study: Summer Course on Literature

NQF Level: Certificate of Attendance

Course of English Literature entitled: 'Text and Context: Literature in Twentieth-Century Britain'

(STUDENTSHIP of the University of Edinburgh)

[27/08/1999]

Certificate

FUBis International Summer, Freie Universität Berlin, Germany

Field(s) of study: Political Science and Environment

NQF Level: Certificate of Attendance

- Course on 'Environmental Policy and Law in Germany and Europe',

- Course 'The Political Development of Germany after World War II'.

[18/06/2009]

Certificado de Aptidão Pedagógica (CAP)

IEFP - Instituto de Emprego e Formação Profissional, Portugal

Field(s) of study: Teacher training and education science

NQF Level: Certificate (CAP)

"Curso Inicial de Formação de Formadores":

Teacher training and education science

[26/10/1999 – 14/02/2000]

Certificate

European Commission, Brussels, Belgium

Field(s) of study: EU Law

NQF Level: Certificate of Attendance

Seminars on EU Law (working language DE):

- Europäisches Gesetzgebungsverfahren (Legislation in the EU);

- Vom Kollegialprinzip zum Präsidialregime (Broad majority principle and presidential regime),

- Die Wettbewerbspolitik der Gemeinschaft (European Competition Policy),

- Die Rolle der Länderbüros (The Role of the Agencies);

- Die Beziehung der EU zu Drittstaaten (The relations between EU and third countries);

- Die Forschungs- und Energiepolitik der EU (European Union Energy Research policy).

LANGUAGE SKILLS

Mother tongue(s): Portuguese

Other language(s):

English

LISTENING C2 READING C2 WRITING C2

SPOKEN PRODUCTION C2 SPOKEN INTERACTION C2

German

LISTENING C2 READING C2 WRITING C2

SPOKEN PRODUCTION C2 SPOKEN INTERACTION C2

French

LISTENING C2 READING C2 WRITING C2

SPOKEN PRODUCTION C2 SPOKEN INTERACTION C2

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

ORGANISATIONAL SKILLS

Organisational skills

- Able to work well in teams;
- Self-motivated;
 - Understands conflict management;
 - Able negotiator;
 - Confident in handling new tasks;
 - Flexible in assignments;
 - Attentive to detail;
 - Able to work under tight deadlines;
 - Able to network effectively.

COMMUNICATION AND INTERPERSONAL SKILLS

Communication and interpersonal skills

- Understands organizational mission: understands ethics & public good;
- Concerned with public trust
- Understands governance and administrative systems
- Understands organizational culture
- Is sensitive to diversity and multiculturalism
- Able to gather and synthesize information on internal and external environments
- Effective in public presentations
- Able to facilitate groups
- Fluent in one of more languages in addition to English

OTHER SKILLS

Other skills

Badminton Championships as part of a Federation in Tomar, Portugal. Painting, dancing, music and other leisure activities.