

## Veridiana Rodrigues da Cunha Silva | Curriculum Vitae

E-mail: vracs88@gmail.com |

Phone: +34 663 96 14 29

Address: Calle Esperanto 20, piso 12 B. Málaga, Spain 29007

---

### Summary of Skills

- Native speaker of Portuguese, near native fluency in English with outstanding applied language skills such as grammar, syntax, semantics, style
- Proofreading and text editing experience
- Basic level of Finnish
- Working level of Spanish – currently living in Spain
- High level of attention to detail
- Excellent organizational, communication, and interpersonal skills
- Good typing speed and ability to work with editing applications, translation memories and localization tools (SDL Trados, XTM, MemoQ, Phrase, SmartCat, Subtitle Edit).

### Professional Experience

- **Freelance Translator, Interpreter and Proofreader.** Remote position: October 2011 – present.

Reading and comprehending texts and context to convert documents from English into Portuguese, as well as from Portuguese into English, while preserving the original meaning. Translation of video content/subtitling with software assistance; collaboration with subject matter experts to understand technical issues and terminology aspects; use online translation tools such as SDL Trados, WordFast and others; providing clients with quotes based on complexity level and project length and ensuring timely deliveries; follow up with clients to ensure understanding and satisfaction. Translation of documents from diverse fields, including academic, technical, business and HR, educational, environmental and international affairs.

- **Cargill Brazil. Portuguese in-house translator. October 2020 – Sept 2022.**

Translation of company material from English into Portuguese and vice-versa in a wide range of topics (food industry, HR, environmental and safety, legal, business); support in hiring processes, triaging and assessing candidates; training in process improvement methodologies (Lean Six Sigma/Yellow Belt); responsible for implementing an improved project management system; support to Portuguese language assessments for other areas; support as a liaison/consecutive interpreters in meetings.

- **Registered Translator - IDI – INTOSAI DEVELOPMENT INITIATIVE (Norway).** May 2020 – present.

Translation of official documents in English/Portuguese combination – remote and on demand work.

- **Registered Translator — Brazilian Federal Court of Accounts (TCU).** Remote position: October 2016 – present.

Translation of auditing or auditing-related content for the Brazilian Federal Court of Accounts, according to specific instructions, glossaries and deadlines, as well as rigorous quality control.

- **Customer Support Associate – PartnerHero (USA).** Feb 2020 – Oct 2020.

Providing support to clients of partner companies in English and Portuguese via email and/or phone, using ZenDesk and TalkDesk.

- **Text-Editing and Review Intern** – Federal University of Uberlândia (UFU). Uberlândia – MG: Feb 2019 – Aug 2019.

Review of academic journals, articles, books, posters, banners, website content, and other texts published by the university, according to specific style guides, ensuring grammatical correction, good readability and increased coherence and cohesion.

- **Bilingual Receptionist** — Employed by Algar Segurança, outsourced to Bayer/Monsanto Office. Uberlândia – MG: March 2017 – September 2018.

Handling phone calls, access control of visitors, employees and suppliers; mail sorting and hotel reservations.

## Education

- **Erasmus Mundus scholarship holder, programme: European Masters in Technology for Translation and Interpreting.** Málaga University – Málaga, Spain.
- **Universidade Federal de Uberlândia — Translation & Interpreting.** Uberlândia, Brazil, February 2016 – July 2019. Undergraduate program in Translation and Interpretation.
- **Universidade Federal do Paraná — Corporate Carbon Management and Sustainable Projects.** Curitiba, Brazil, Apr 2013 — January 2015. Graduate course (“Specialist Degree”); course load: 360h.
- **Universidade Federal de Uberlândia — Geography.** Uberlândia, Brazil, April 2007 — March 2011. Bachelor degree in Geography.
- **Härmän Lukio — High School Exchange Year.** Alahärmä, Finland, August 2005 – July 2006. Last year of high school completed in Finland through Rotary International’s Youth Exchange Program.

## Achievements & Awards

- **Top UK Top Brazil Scholarship Awardee** — Santander Universities. University of Edinburgh, Scotland. October 2010.
- **TOEFL – Test of English as a Second Language.** Score 106/120. ETS, Jan 2020.

## Voluntary Work

- **United Nations Volunteer:**
  - Proofreading of UN 2015 Global Compact Activities’ Report; April 2016
  - Translation of UN Habitat III Conference Report. Apr 2016 – May 2016
- **AIESEC in Uberlândia:** Team Member of Global Citizens Development Program Department, Incoming Students. Mar 2016 – Jun 2016.