1. **PROFILE**

**WILLIAN FERREIRA**

**Portuguese / English Translator and Interpreter**

Rio de Janeiro, Brazil

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**E-mail address:**

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**LinkedIn:**

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**Age:**

43 years

**Nationality:**

Brazilian

*“Over six years of experience as Translator and interpreter, switching between English and Portuguese, focusing on quality, as it leads directly to meeting deadlines, including in-depth localization in technical and commercial/business fields.*

*Professional holding the ability to multitask and keen eyes to perceiving interlocutors needs, as both interpreting and translations “echo” on further users and unfolding.*

*Wide range of technical and business terminology, as an asset gained in the fields and environments where translations and interpretations were rendered, as detailed below".*

*Tags: Translation, Interpretation, transcription, editing, localization and proofreading.*

1. **WORK EXPERIENCE**

* **Task: Planning Technician**

**(and Translator / Interpreter)**

Company: UTC Engenharia

Period: October/2008 to August/2010

Location: On site in Rio de Janeiro, Brazil.

**Duties:** Businesswise, interpreting at contract meetings held by Client and Contractor, involving both technical and commercial terminology, with a formal pattern language approach;

Interpreting at regular triweekly meetings, acting as the focal point for conveyance of communication brought up by various interlocutors present at the session, from and to English and Portuguese.

Interpreting of onsite dialogues and instructions amongst foreign and local professionals, switching between English and Portuguese, for performance of construction and assembly activities;

Translation of Bidding Process documents and Request for Proposal for Construction Works – which included business and commercial language inherent thereto;

Data input and translation of Project Change Orders – from Portuguese into English;

Translation of Construction Time Schedule and WBS – from Portuguese into English;

Data input in Portuguese, and translation into English of Construction Daily Reports (which include for issues related to performance and progress of activities, missing materials, safety, rainfall index and weathering, and the like – applying the terminology inherent thereto accordingly);

Translation of Service Orders for Client review, comments and or approval, and the relevant interpreting thereof, discussing with Client each Service Order for clarification, in Portuguese and English interchangeably.

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* **Position: Translator and interpreter**

Company: Lyon Engenharia

Period: July/2008 to October/2008:

Location: On site in Ouro Branco, State of Minas Gerais, Brazil.

**Duties:** Use of wide range of technical terminology in written and spoken form, inherent and typical to the abovementioned Project Design, for accurate and fast pace communication, when translating and interpreting.

Translation of planning and progress follow-up spreadsheets for weekly meetings.

Full-time onsite interpreting from and to English and Portuguese amongst foreign and local professionals addressing technical instructions, clarifications and follow-up on progress and performance of construction and assembly activities of Mechanical, Hydraulic, Automation, and Electrical fields.

Translation of Packing Lists (containing majorly technical and commercial terms in it), and escort interpreting in liaison with logistics team on receipt and check of import equipment, parts and materials to site.

Interpreting at technical meetings, either recurring or action-plan ones, held by Owner, Supplier and Contractor.

Frequent distant interpreting via VHF mobile radio, which enables professionals out in the jobsite in need of interpreting to reach out to interpreters for prompt assistance right away.

Act dynamically in order to respond to multiple interpreting interfaces, given the number of professionals working in different areas simultaneously, demanding communication with their field co-workers.

* **Role: Translator and interpreter**

Company: Nova Enco Projetos e Consultoria Ltda.

Period: February/2008 to June/2008

On site in Volta Redonda, State of Rio de Janeiro, Brazil.

**Duties:** Translation of Bidding Process documents from and to English and Portuguese, for revamp of Blast Furnace #2, with the appropriate application of technical terminology of disciplines and areas involved therein.

Interpreting at bidding process meetings on commercial and technical matters, with attention to regional and cultural linguistic aspects of foreigners and locals.

Accompanying of visitors to site for communication amongst local professionals and foreign visitors, with attention to localization considering the variety of origins.

Onsite translations and escort interpreting for Mechanical and Electrical engineering teams.

Act intuitively when interpreting for a group of interlocutors, preventing one’s question or information from going disregarded or unperceived.

* **Task: Translator and interpreter**

Company: Milplan Engenharia

Period: September/2007 to November/2007

On site in Vitória/ES, Brazil.

**Duties:** Technical Translation and interpreting at technical planning and progress meetings. Escort interpreting of site instructions and clarifications between Supplier and Contractor Professionals for Piping and Mechanical assembly, and Steel Structure erection activities.

* **Position: Translator and interpreter**

Company: Lyon Engenharia

Period: March/2007 to September/2007

On site in Ouro Branco, State of Minas Gerais, Brazil.

**Duties:** Technical translation of meeting and planning documents and activities follow-up and action plans.

Field interpreting from and to English and Portuguese for multiple engineering disciplines and their foreign Supplier Field Supervisors and Engineers, conveying communication for due work instruction, clarifications, activity follow-up and progress assessment, during construction works and commissioning in the Expansion of a Steel Making Plant, for disciplines like Mechanical, Hydraulics, Instrumentation, Electrical and Piping.

Attention for availability and dynamism in order to ensure communication amongst various professionals was promptly provided.

In-depth knowledge and use of wide range of technical language required, in addition to domain of the language pairs with attention to localization, for fast communication flow without prejudice to the evolution of ongoing site activities.

Interpreting at technical lectures and trainings from Supplier to Site Teams, in order to enable them to perform activities and clear any possible doubts they could have.

Interpreting at regular weekly and unexpected technical meetings.

* **Task: Translator**

Company: Mercurius Consultoria em Idiomas

Period: May/2006 to February/2007

On site in Volta Redonda, State of Volta Redonda, Brazil.

**Duties:** Translation of Construction and Supply Bidding Process

documents. Interpreting at technical and commercial meetings related thereto.

Interpreting at regular meetings held by foreign visitors and local professionals at Site Offices.

Escort interpreting for foreign visitors on visit to and walking down the Plant.

Preparation of bilingual technical and management documents – in English and Portuguese.

Reading and written translation of general technical documents for Professionals consulting or seeking clarifications in their field of expertise.

Translation of technical information and texts for inclusion in CAD Drawings produced and revised by Draftsman.

* **Task: Translator and interpreter**

Company: Montcalm Engenharia

Period: October/2005 to January/2006

On site in Alumínio, State of Sao Paulo, Brazil.

**Duties:** Full-time onsite escort interpreting for Supplier Supervisors and Contractor Professionals addressing planning, instructions, clarifications and progress follow-up of aluminum rolling mill installation activities, from and to English and Portuguese.

* **Position: Translator**

Company: UTC Engenharia

Period: February/2005 to July/2005

On site in Vitoria/ES, Brazil.

**Duties:** Technical translation of activity planning documents for agreement with and update to Client on regular basis and for weekly meetings, from PT into EN.

Translation of procedures, planning reports, text inputs to CAD Drawings under preparation by draftsman, safety feedbacks, Rigging Plan, and Quality Inspection Reports into English language.

Interpreting at Contract weekly meetings held by Client and Contractor, in PT and EN interchangeably.

Reading and inquiry of Contract clauses for Contract Manager.

Escort interpreting dialogues, in PT and EN interchangeably, amongst Client and Contractor professionals of multiple disciplines and departments.

* **Position: Translator**

Company: CSE Mecânica e Instrumentação

Period: June/2004 to Janeiro/2005

On site at the Shipyard in Angra dos Reis, State of Rio de Janeiro, Brazil.

**Duties:** Interpreting for FPSO Topsides Commissioning Department Team (Management and various Engineering disciplines) at the site-office and on the jobsite, from and to English and Portuguese, with in-depth attention to localization given the variety of English speakers – like Scottish, English, Northern Irish, Canadians, Australians and New Zealanders, in addition to Brazilian nuances, for conveyance of a natural communication;

Highly busy assisting engineering professionals on requests for translations and interpreting, given the wide range of technical terminology skills, as well as written and spoken language commands;

Interpreting at Supplier and Vendor trainings and testing;

Interpreting at safety lectures;

Interpreting at large audience commissioning and construction meetings.

Preparation of Man-Hour control sheet in English for management analysis;

Update of Vendor List;

Translation of Punch Lists and volumes of their updates for site and management actions.

* **Position: Translator**

Company: Setal Engenharia

Period: August/2002 to March/2003

On site in Mauá, State of Sao Paulo, Brazil.

**Duties:** Full-time escort interpreting for Electrical Engineering Team as to their installation and commissioning activities onsite, in English and Portuguese interchangeably, ensuring prompt responsiveness at all times;

VHF mobile radio was an asset, so that distant interpreting could be promptly performed, fulfilling the communication demands of those engineers and professionals located in different jobsite areas or rooms;

Translation of punch lists and updates thereof from English into Portuguese, for local team actions;

Escort interpreting at medical appointment.

* **Position: Translator**

Company: Setal Engenharia

Period: November/2001 to April/2002

On site in Macaé, State of Rio de Janeiro, Brazil.

**Duties:** Translation of reports, and construction and erection activity planning documents.

Interpreting in clarifications and agreements between Client and Contractor, as to production and issuance of Quality Control documents, in English and Portuguese interchangeably.

Escort interpreting for Client and Contractor field supervisors and engineers in daily dialogues, instructions, clarifications and progress follow-up of construction activities.

Distance interpreting via VHF mobile radio, enabling assistance to multiple professionals in need of interpreting in various locations within the jobsite, throughout the working shift.

Concurrent interpreting at weekly planning and construction meetings, streamlining the communication to and from attendees of multiple departments, in English and Portuguese interchangeably.

* **Position: Translator**

Company: Argolo Souza Braga

Period: April/2001 to November/2001

On site in Volta Redonda, State of Rio de Janeiro, Brazil.

**Duties:** Assisting UK and Brazilian engineering and construction professionals with translation and interpreting at the site-office and on the jobsite.

Delve into the Project Design, going through manuals, drawings and the like, in order to become familiar with the terminology, nuances and routines related thereto.

Translation of construction work activity instructions.

Frequent distant interpreting over VHF mobile radio, which was a handy and helpful asset for prompt interpreting purposes due to the number of professionals spread in multiple areas of the jobsite in need of prompt interpreting assistance.

Interpreting at daily morning meetings on overall Project issues between Owner and Supplier / Contractor, tackling activities status and actions, from and to English and Portuguese;

Escort interpreting for onsite dialogues on activity progress, on daily basis.

Escort interpreting for foreign collaborators at medical appointments.

1. **EDUCATION**

Accounting – Technical Secondary Education Diploma (December/1998);

Production Engineering (Incomplete).

1. **LANGUAGE**
2. Fluent English (reading, listening, speaking and writing).
3. Native Brazilian Portuguese speaking (mother tongue).
4. **SOFTWARE AND TOOLS**

MS-Project, Primavera Contract Management, IBM Maximo and Microsoft Office Suite.

*Should you require a Portuguese version of this resume, please, reply with your request and it will be promptly submitted.*