<u>RÉSUMÉ</u>

Personal Information:

Name - Elisabete Marlene Teixeira Nogueira da Cunha Address - Rua David Mourão Ferreira, 4.º Esquerdo 4435-202 Rio Tinto Portugal

Mobile - (00351) + 93 952 9983

Email - elisa.mtc@gmail.com or elisa_mtc@yahoo.com.br

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Skype – elisa_mtc Civil State - married Nationality - Portuguese Date of Birth - 05/11/1978

Certified by <u>APT - Associação Portuguesa de Tradutores</u> (Portuguese Association of Translators) – Member n.º 1189. (Certified by APT in the following pairs: English>Portuguese; French>Portuguese and Spanish>Portuguese)

Academic Qualifications:

- Degree in Specialized Translation, obtained in January 2003, in ISCAP (Instituto Superior de Contabilidade e Administração do Porto).

Personal Profile:

- I consider myself to be organized, responsible and determined, able to work efficiently, even under pressure. I am highly motivated and capable of adapting myself to new situations and contexts.

Professional Experience:

I have 10 years of experience as a freelance translator/proofreader, from ENG>PT,
 FR>PT and ES>PT. My fields of expertise are: Medicine/Health Care, Medical Instruments, Pharmaceuticals, Technical Manuals and Guides, Law, Tourism,
 Marketing, Advertising, IT, Web Sites, E-Learning, Cosmetics, Video Games and Accessories for Consoles, etc.

Continuous Professional Development:

- Where Regulatory Rules: Translating Drug Leaflets, Packaging and Labeling a webinar presented by Erin Lyons (28-02-2017).
- Course of Italian for Beginners a 82-hour course on Italian for beginners (A1

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- level) about presentation, establishing contacts and professional relationships, as well as basic conversation skills (21-10-2015 11-12-2015).
- <u>II Seminar on Translation and Terminology on Molecular Biology</u> seminar that took place in May, 20 2005, at Aveiro University (Department of Languages and Cultures), and focused on subjects such as terminology and translation, in the field of Molecular Biology and its laboratory techniques.
- Course of Russian Level I (October 2009), with Prof. Oleg Chumakov.
- <u>Translation Workshop 2003 Translation Practice in Multimedia</u> <u>Environment</u> - a course on the use of e-tools in translation (Trados and Systran).
- <u>Translation Workshop 2007 Subtitling Workshop: The Filmic Text</u> a course on subtitling of several types of text and use of specific tools.
- <u>Course on Commercial English</u>, in which I got a mark of "Very Good", on a scale from "Weak" to "Very Good".
- **Course on Written Skills and Techniques**, in which I got a mark of "17", on a scale from 0-20.
- **Course on Computing for Offices**, in which I got a mark of "19", on a scale from 0-20.
- <u>II International Congress of AELFE European Association of Languages for Specific Purposes</u>, that took place in Porto, from 11th-13t September 2003 participation in a lab experience of simultaneous interpretation, that was the subject of the lecture presented by Mestre Suzana Noronha Cunha and by Mestre Paula Ramalho Almeida, teachers of Instituto Superior de Contabilidade e Administração do Porto (ISCAP);

Language Skills:

Native language – European Portuguese
Other languages - English (excellent reading, writing and translating skills)
French (excellent reading, writing and translating skills)
Spanish (good reading and translating skills)

Computing Resources:

Hardware:

PC HP s3330.pt Slimline (with Windows 8.1) 300 GB Hard Disk, 2 GB RAM Intel(R) Core(TM)2 Duo CPU E4500 @ 2.20 GHz 2,20 GHz CD and DVD R+RW Cable Internet

Toshiba Laptop M30X-144 (with Windows XP) 80 GB Hard Disk, 512 Mb RAM,

Intel Pro Wireless 1.8 GHz CD and DVD R+RW Wi-Fi Internet connection

Software – Office 2003 (Word, Excel, PowerPoint, Access, Publisher)

Adobe Acrobat Adobe Photoshop

WinZip

Trados 7 Freelancer

SDLX Lite

Many dictionaries (general and specialized) and encyclopedias

Published Translations:

HOUELLEBECQ, Michel, "Lanzarote"

Translation FR>PT of the text "Consolation Technique", published in July 2003 by POLISSEMA – a magazine created by ISCAP, specialized on translation and linguistics in general.

IPP, "Guia do Utilizador – Bibliotecas do IPP 2001/2002"

Translation PT>FR of a guide, which will soon be published by IPP - Instituto Politécnico do Porto.

IPP, "*Guia Geral de Bibliotecas e Unidades de Documentação 1999*" Translation PT>FR of a guide, which will soon be published by IPP - Instituto Politécnico do Porto.

Translation and Proofreading Work:

English > Portuguese

Advertising / Marketing / Publicity / Tourism

Translation of a portable air conditioning unit poster.

Translation of a document about a program to unlock mobile phone cards.

Translation of two documents about a euro coin counter.

Translation of a document related to a site advertising quality photos for enterprises, concerning commercial purposes.

Translation of a document regarding marketing techniques for a documentary. Translation about several documents related to IOSCO $2009-34^{th}$ Annual Conference, June 8-11 2009, Tel Aviv, namely about accommodation, social events, tours, conference program, travel and transportation, hotel descriptions and others.

Translation of 2 files about Zandvoort, in Amsterdam.

Translation of an article about Vietnam.

Translation of a brochure containing hotel descriptions.

Translation of a document about Mozambican leisure packages.

Proofreading of two advertising documents about tours, including program description, transportation and related information.

Translation of a consumer questionnaire.

Business

Translation of a document about packaging for still and carbonated drinks.

Translation of a document concerning International Field Service Rates.

Translation of a business online program to report the donation and reception of gifts.

Translation of a company's profile for a website.

Chemistry

Ongoing translation of risk and exposure scenarios for a well known chemical company.

Translation of several certificates of conformity regarding biocide products.

Translation of a template regarding emergency drill planning.

Translation of a document regarding immediate response drills procedure.

Civil Construction

Translation of a document on instructions and special precautions for lifting vehicle loads.

Cosmetics

Proofreading of 15 files about cosmetic products, like creams and moisturizers.

Translation of a document concerning hand treatments and anti-aging products.

Translation of a document concerning a serum specifically for deep wrinkles.

Translation of a document related to an antiseptic soap.

Education

Translation of two Scholarship Applicant Surveys.

Translation of an instructor-led course on tools used for accessing live and historical plant data for process optimization.

E-Learning

Translation of a web-based training course regarding P-h Chart and Coefficient of Performance.

Translation of a web-based training course regarding Danger Prediction Training – Ceiling and Roof Work.

Translation of a web-based training course regarding Inspections Prior to Test Run.

Translation of a web-based training course regarding Setting of Acetylene Welders.

Translation of XML files concerning an e-learning activity.

Translation of a document regarding an interactive learning toy.

Translation of a web-based training course regarding Duct Design Procedure.

Translation of a web-based training course regarding Inverter Air Conditioners.

Translation of a web-based training course regarding Vacuum Drying.

Translation of a web-based training course regarding Test Run 1 and 2.

Translation of a web-based training course regarding Refrigerant Pipe Selection.

Translation of a web-based training course regarding Pump Down Procedures.

Translation of a web-based training course regarding FAQs.

Translation of a web-based training course regarding Flare Connection.

Translation of a web-based training course regarding MegaTester.

Translation of a web-based training course regarding VRV Installation.

Translation of a web-based training course regarding Refrigerant Charge.

Translation of a web-based training course regarding VRV System Features.

Environment

Translation of an Environmental Alert concerning transportation of equipment.

Evaluation

Proofreading and evaluation of 6 files, concerning translation tests. Filling in of a table and evaluation of different parameters on the quality of the translation.

Events

Translation of several speeches and reports for AFROSAI Assembly 2008.

Corporate Communication

Translation of a document on Absence Management Procedure.

Translation of a document about an employment contract.

Translation of employment advertisements for internal vacancies.

Translation of a document on Hand Washing Procedure.

Translation of a document on Grading Information.

Translation of a document on Make-Up and Jewelry.

Translation of a document on Company Footwear Procedure.

Translation of a Health Questionnaire.

Translation of a notice concerning Holidays.

Translation of cloth changing procedures for workers entering a food production facility.

Translation about working time regulations.

Translation about the prohibition of alcohol and drugs within the premises of a food production facility.

Translation of an employee verbal briefing about health and safety issues.

Translation of a company's health and safety policy.

Translation of an induction and training checklist.

Translation of key points about manual handling at a food production facility.

Translation of some instructions on the correct lifting of loads.

Translation of high care procedures at a food production facility.

Translation about health and safety at work, covering both company's responsibilities and employee's responsibilities.

Law

Translation of a document regarding a company's Terms of Service.

Translation of several lease contracts and public deeds.

Translation of several agreement forms and contracts.

Translation of a Code of Ethics.

Translation of several Powers of Attorney.

Translation of a leaseholder letter: FAQ.

Translation of a leaseholder letter: proposal to clear outstanding arrears.

Translation of leaseholder letters: payment methods.

Translation of a mutual exchange application form.

Translation of a repairs letter and satisfaction form.

Translation of an EU directive on batteries and accumulators.

Translation of a document on compliance with commercial export controls.

Translation of two Certificates of Incorporation on Change of Name.

Translation of several Codes of Business Conduct and Ethics.

Translation of a Code and Anti-Corruption Training with notes.

Translation of a Donation Application Template.

Translation of a Final Certification Template.

Translation of a Compensation Action Notification.

Medicine / Pharmaceuticals / Health Care

Translation of a document about endobronchial blocker tubes, its description, precautions, instructions for use, etc.

Translation of two documents concerning Medical Healthcare for Women.

Translation of two documents related to Biohazard Safety).

Translation of a document about Acupuncture.

Translation of a document on European Guidance for Healthcare Professionals on Confidentiality and Privacy in Healthcare.

Translation of a brochure regarding a new medical care service.

Translation of a document regarding an Indwelling Bowel Catheter System Kit.

Translation of a document regarding Custom Breast Flanges.

Translation of a document regarding instructions for a Breast Pump.

Translation of a document related to a Pump Set User Instructions.

Translation of a document concerning a Fecal Collector User Instructions.

Translation of a document concerning a Circumcision Device User Instructions.

Translation of a Laboratory Manual.

Translation of a Collection Guide.

Translations of instructions regarding breastfeeding products.

Translations of instructions regarding a cardiac webcast.

Translation of patient counseling and prescription labels.

Translation of a document regarding instructions of use for a milk freezer bag.

Translation of a notice on upper limb disorders and repetitive strain injury (RSI).

Translation of instructions regarding an Indwelling Bowel Catheter System Kit.

Translation of user instructions for a One-Hand Breast Pump.

Translation of cleaning instructions for breast feeding accessories: pumpset, nipple protectors and nipple formers.

Translation of a medication diary with notes about dosages and subjects.

Translation of a Subject Information and Consent Form and Authorization to Use and Disclose Personal Health Information for Research.

Translation of instructions regarding a Personal Breast Pump.

Translation of Instructions for Use regarding a Prosthetic Heart Valve.

Translation of documents regarding patient informed consent forms for the participation in medical studies, including authorization for the release of health related information pertaining to patients.

Translation of several documents regarding spare parts for breast pumps.

Proofreading of a clinical trial protocol summary.

Proofreading of a patient informed consent form from a randomized controlled trial on a study comparing the safety, efficacy and performance of stent systems in the treatment of subjects with ischemic heart disease.

Translation of a document regarding user instructions for a one-hand breast pump.

Proofreading of a subject information and informed consent form regarding a sutureless heart valve.

Translation of a template document regarding a clinical study agreement.

Translation of a scored patient-generated subjective global assessment.

Translation of a document regarding glucocorticoid equivalents and potencies.

Proofreading of a clinical study report.

Proofreading of a study on a therapy for patients with pulmonary arterial hypertension.

Translation of a webcast regarding current trends in transplantation, drug therapy and monitoring.

Translation of an IFU regarding antimicrobial barrier systems.

Proofreading of a collaborative research agreement regarding clinical studies.

Translation of a clinical research approval regarding a clinical report for annual submission for prospect trial.

Translation of an IFU regarding a cryosurgical system.

Translation of a quick reference insertion guide regarding a bowel catheter system, as well as instructions for use.

Translation of a presentation about operational efficiency, clinical outcomes and satisfaction.

Translation of a poster regarding scientific workshops on HIV diagnosis.

Proofreading of a quick reference guide about a laboratory reporting Internet site.

Translation of a survey on viral respiratory infections.

Proofreading of an HIV brochure.

Proofreading of an IFU regarding the operation of nasogastric tubes.

Translation of an IFU regarding a disposable collection bag.

Translation of product information regarding breast pumps and milk extractors.

Translation of a clinical study agreement.

Proofreading of a laboratory instruction manual.

Translation of a large document regarding a laboratory's custom application to register customer complaints, perform routine service and support the needs of the laboratory.

Proofreading of several IFU concerning cryosurgical systems.

Translation of a document regarding a near visual acuity chart.

Translation of a letter regarding a voluntary recall of products.

Proofreading of a medical journal article on AIDS research and human retroviruses.

Proofreading of a clinical trial protocol summary in the cardiovascular field.

Translation of a Patient Informed Consent form that deals with research-related injury.

Translation of an IFU regarding an oral endotracheal tube fastener.

Proofreading of a medical article regarding the evaluation of blood glucose monitoring systems obtained from the pharmacy.

Proofreading of an IFU regarding a flowable gel to be used as a mechanical barrier to adhesion formation.

Translation of a technical bulletin regarding medical devices.

Translation of instructions regarding software for a blood analyzer.

Translation of an assay on Total Beta-Human Chorionic Gonadotropin.

Translation of a clinical trial submission letter.

Music

Translation of three documents – a press release; the description of a jazz dance company; a theater set up document related to technical requirements.

Nutrition

Translation of an IFU on a seaweed meal.

Psychology

Translation of a problem solving skills test.

Translation of a document regarding Child Development (special toys to help children to develop physical, mental and social skills).

Translation of the Chapter V - "The Scaling of Bodies and the Politics of Identity": in YOUNG, Iris Marion (1990) Justice and Politics of Difference, Princeton, New Jersey, Princeton University Press. The purpose of the translation was directly related to the PhD thesis of Mestre Maria Laura Pereira da Fonseca

(teacher at the Faculty of Psychology and Educational Sciences - Porto University), but also to be used at a seminar included in a Master in Gender, Education and Citizenship.

Religion

Translation of a Roman Catholic article.

Technical Manuals / User Guides / Instructions / Brochures

Translation of a Heat Pump Manual – for Pools, Spas and Jacuzzi, concerning installation, usage and maintenance, as well as special precautions – 65 pages.

Translation of an Employee Handbook – 47 pages.

Translation of a Brochure of a Wood Chipper.

Translation of several technical proposals of electric power supply.

Translation of a document concerning instructions for washing clothes and explanation of specific labels.

Translation of a Grass Trimmer Manual.

Translation of a Chainsaw Manual.

Translation of several brochures and newsletters concerning a Housing Association.

Translation of a key fob procedure.

Translation of a mutual exchange brochure.

Translation of a Resident Involvement Leaflet.

Translation of a Customer Feedback Flyer.

Translation of a form related to air conditioning appliances.

Translation of instructions regarding a wood chipper.

Translation of a Spa Manual.

Translation of a document regarding user instructions of a product for ironing.

Translation of a quick reference guide for a client-server software platform.

Translation of FAO regarding anti-corruption laws.

Translation of an instruction manual and product description for a shower head.

Telecommunications

Proofreading of a document about mobile phones.

Games, Consoles & Accessories / Online Games / Hardware & Software

Proofreading of a Video Game Manual – Tenchu (platform – Nintendo);

Proofreading of a Video Game Manual – Wii Sports (platform – Nintendo);

Translation of a Video Game Manual – Legends of Zelda (platform – Nintendo);

Translation of a PC Game Manual – Torrente 3 (platform – PC);

Proofreading of a Video Game Manual – Mario Vs Donkey Kong 2 (platform – Nintendo);

Proofreading of a Video Game Manual – Pokemon Ranger (platform – Nintendo);

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Translation of a Video Game Manual – Kororinpa (platform – Nintendo);

Proofreading of a Video Game Manual – Pokemon Ranger (platform – Nintendo);

Translation of a Video Game Manual – Hotel Dusk (platform – Nintendo);

Proofreading of a Video Game Manual – Diddy Kong Racing (platform – Nintendo).

Proofreading of a Video Game Manual – Kororinpa (platform – Wii);

Translation of instructions and label for a Tool Kit for PS2.

Translation of instructions and label for a Retractable Car Charger for PSP Slim.

Translation of instructions and label for a Cordless Rocker Guitar for PS2.

Translation of a document about Disposable Battery Safety Instructions.

Translation of a document about Safety and Assembly Instructions.

Translation of instructions and label for a Retractable Stylus Set for DS-Lite.

Translation of instructions and label for a Charging Pack for Wiimote.

Translation of instructions and label for a Trio Combat Set for Wii.

Proofreading of six files about game instructions for online gambling sites.

Translation of advertising texts about accessories for video game consoles, including the wording contained in the package.

Translation of instructions and label for a Starter kit for DsiT and DST Lite - girls' edition.

Translation of instructions and label for a Starter kit for DsiT and DST Lite -boys' edition.

Translation of instructions and label for a Royal kit for DSiT and DST Lite - girls' edition.

Translation of instructions and label for a Royal kit for DSiT and DST Lite -boys' edition.

Translation of instructions and label for a ClicK kit for DST Lite.

Translation of instructions and label for a Pearl kit for DST Lite.

Translation of instructions and label for a Trio Stylus Set for DSiT and DST Lite.

Translation of instructions and label for a Compact Stylus Set for DSiT and DST Lite (girls).

Translation of instructions and label for a Compact Stylus Set for DSiT and DST Lite (family).

Translation of instructions and label for a Super Sports Kit for Wii.

Translation of instructions and label for a Charging Dock for PSP.

Proofreading of a Iphone game called "Penguin's Invasion".

Translation of a document about a player demographic survey for an online gaming website.

Translation of several documents about Everest Poker European Cup Finale 2009, namely the program of events, descriptions, tournament structure, payout structure.

Proofreading about three online games: The Great Casini, PickemBlackjack and No Commission Baccarat.

Translation of full game instructions about several online games.

Translation of a 55K-word online game called "Imperion Loca".

Translation of instructions for encryption software.

Websites

Translation of a document concerning a website's Terms & Conditions – Online Auctions.

Translation of several tagged files concerning a website's automatic messages sent to users - Online Auctions.

Translation of a list of words relating to automatic messages sent to users of a given site.

Translation of a document concerning Terms & Conditions of a company's online services.

Translation of FAQs for the website of a diversified manufacturing company, active in air conditioning, chemicals and oil hydraulics.

Translation of a notice concerning system maintenance.

Translation of a website belonging to a European club of private sales.

Translation of content for a karaoke website.

French > Portuguese

Aquariophily

Translation of labels concerning products for aquariums and fishes.

Business

Translation of a business letter.

Civil Engineering / Construction

Translation of a document on the presentation of a company (more specifically, concerning construction of buildings, procedures and materials used).

Cosmetics

Translation of a document about a hydrating cream.

Translation of user instructions regarding a brush to apply bronzing powder.

Translation of a press kit for the presentation of two perfumes.

Translation of a Christmas Book of Products for a well known cosmetics store.

Translation of a Catalogue for Spring-Summer for a well known cosmetics brand

Translation of a document with several cosmetic products, such as creams, balms, lotions and serums, as well as their instructions of use.

Translation of a document regarding a cleanser.

Translation of a document about an eye mask.

Ongoing translation and proofreading of several IFU regarding all types of cosmetics and perfumes, as well as beauty accessories for major international brands and stores.

Translation of marketing campaigns for perfumes.

Law

Translation of 3 Contracts.

Translation of a Marriage License.

Translation of a document on an enterprise's statutes.

Translation of a draft decision on a word sign registry.

Marketing

Translation of marketing letters concerning a GPS system.

Medicine / Pharmaceutics / Health Care

Translation of a document on foot care products.

Translation of a document regarding injectable products for wrinkle filling.

Spanish > Portuguese

Advertising

Translation of some TV advertisements.

Arquitecture

Translation of a document on building rehabilitation.

Business

Translation of 15 files concerning several types of documents, namely order forms, stock forms, external sales management, urgent order forms, etc.

Translation of a video with selling tips for sales assistants.

Translation of a phone survey about client satisfaction.

Education

Translation of a News Bulletin.

Translation of a text meant to evaluate the reading speed among children.

Translation of texts regarding legends of pirates, its main symbols and terminology.

Translation of several files about online training courses.

Energy

Translation of a booklet on the use of wind power.

IT

Translation of the terms and conditions regarding a Web page.

Translation of several documents for a Camping Web page.

Translation of a document on several CBTs (computer-based training).

Translation of several files for a site of online payments.

Proofreading of a mobile phone manual.

Translation of a site about online sales.

Law

Translation of 2 Birth Certificates and 4 Certificates of Civil State.

Translation of a document regarding an enterprise's statutes.

Translation of a contract regarding the reparation of a metallic structure.

Translation of a contract regarding confidentiality and private data processing.

Medical

Translation of a form about a tool to evaluate body composition.

Technical

Translation of a document about a guard with active welding filter.

Translation of a Ship-owner Manual.

Translation about power boards.

Translation about power boards.

Translation of a client questionnaire for a company that specializes in cables and wires.

Subtitling Work:

English > Portuguese

Subtitling, subtitle proofreading, IQC (*Image Quality Control*) and SQC (*Simulation Quality Control*) of several series, documentaries and movies (more than 50) since November 2005 until present, which are being broadcasted by private TV channels or edited for DVD.

Some examples:

Subtitling – Proofreading of "Bugs Bunny/Road Runner – The Movie" (893 subtitles).

Subtitling – Proofreading of "Footlight Parade" (1555 subtitles).

Subtitling – Proofreading of "Fresh Prince in Bel-Air" (301 subtitles).

Subtitling – IQC of "Hannah Montana" – That's What Friends Are For? (379 subtitles).

Subtitling – IQC of "Bolt: In session with John Travolta & Miley Cyrus" (Featurette – 26 subtitles).

Subtitling – IQC of "Act, Speak: The Voices of Bolt" (220 subtitles).

Subtitling – IQC of "Creating the World of Bolt (131 subtitles).

Subtitling – IQC of "Madagascar II" (Featurette - 40 minutes).

Subtitling – IQC of "In Cold Blood" (154 minutes).

Subtitling – IQC of "Screamers: The Hunting" (40 minutes).

Subtitling EN>PT of TV Series/Films/Biographies (more than 50) from September 2007 until January 2008 which are being broadcasted by 3 private TV channels.

Some examples of translated titles:

Prison Break

Heroes

Roswell

The Closer

Cops

Big Love

Men in Trees

Smallville

Law & Order

Nip / Tuck

The Simple Life

Ghost Whisperer

Spanish > **Portuguese**

Subtitling ES>PT of several documentaries (more than 90) from June 2006 until December 2007), which are being broadcasted by a private TV channel, in the field of Esoteric Practices and Religion, among others.

Some examples of translated titles:

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Cazamisterios – chapter 4;
Tai Chi Chuan – chapter 4, 5 and 51;
Juan Pablo I:
Ojo de Horus – Esfinge Gardian del Horizonte;
Entrevista a Brian Weiss I and II;
Los Caminos del Tantra - chapter 5 - 13;
Ojo de Horus – the Sphinx;
Casas Embrujadas;
Fuera de Ruta – chapter 5;
Tarot Especial;
Gardel: mito, mistério e realidade – chapter 5;
Mistérios Urbanos – chapter 1;
Los Caminos del Tantra II - chapter 1, 3, 4 and 12.
Libros del Placer – chapter 1;
Medicina Exótica;
Beyond the New Age – The Odissey of Light;
Devociones – Las Cofradias de Múrcia;
Angeles;
Fantasmas;
Ecoaldeas 1:
Etnomedicina – chapter 1;
El Brujo Lopéz Rega 1 and 2;
Mercaderia Esotérica;
Padre Mário;
Manos de Péron:
Jack El Destripador;
Celebraciones – chapter 9;
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Zona Infinito – chapter 25;

Be Human.

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