

CURRICULUM VITAE

PERSONAL INFORMATION

Name: Carla Maria de Jesus
Address: Rua Serafim Ferreira dos Santos, n° 39, 3° dto
4445-666 Ermesinde, Portugal
Telephone: +351 22 974 3389
Mobile phone: +351 91 980 2494
E-mail: carla@cmjtrad.com
Website: <http://www.cmjtrad.com>
Data of birth: 22-09-1965
Nationality: Portuguese
Marital status: Single

ACADEMIC BACKGROUND

2003/2006: Master Degree in TERMINOLOGY AND TRANSLATION.

Dissertation theme: *“Terminology and Knowledge Representation in the specific domain of Internal Geodynamics. An approach to the sub-domain of the tectonic activity.”*

Institution: FLUP - Faculdade de Letras da Universidade do Porto (Faculty of Letters of the University of Oporto).

2002/2003: Specialization Course in TERMINOLOGY AND TRANSLATION.

Institution: FLUP - Faculdade de Letras da Universidade do Porto.

1998/2001: Graduation after completion of the course in SPECIALISED TRANSLATION.

Thesis: translation of the book *“A Celebration of Taylor’s Port”*.

Institution: ISCAP - Instituto Superior de Contabilidade e Administração do Porto (Superior Institute of Accountancy and Administration of Oporto).

1989/1994: Attendance of a Specialization Course of ASSISTANT DIRECTOR.

Institution: ISCAP- Instituto Superior de Contabilidade e Administração do Porto.

1985/1988: Bachelor Degree in LANGUAGES AND SECRETARIAL SKILLS.

Institution: ISCAP - Instituto Superior de Contabilidade e Administração do Porto.

1984/1985: 12nd Year with LITERATURE, FRENCH AND ENGLISH.

Institution: Escola Secundária Rainha Santa Isabel.

1984: 11th Year of the Unified Course in the HUMANISTIC AREA – JOURNALISM AS VOCATIONAL EDUCATION.

Institution: Escola Secundária Rainha Santa Isabel.

CURRICULUM VITAE

ACADEMIC ARTICLES

Critical Review: “*Translators as hostages of history*” in Polissema – Revista de Letras do ISCAP 2003, no. 3.

OTHER QUALIFICATIONS

1997/1998: C3 - DSEF Diplôme Supérieur d’Études Françaises (Français, Traduction, Littérature, Civilisation) [Superior Diploma of French Studies (French, Translation, Literature)].

Institution: Institut Français de Porto (Oporto French Institute).

1996/1997: C2 - DEF Diplôme d’Études Françaises (Français, Traduction, Littérature, Civilisation) [Diploma of French Studies (French, Translation, Literature, Civilisation)].

Institution: as above.

1995/1996: C1 - CPLF Certificat Pratique de Langue Française (Français, Littérature, Civilisation) [Practical Certificate of French Language (French, Literature, Civilisation)].

Institution: as above.

LANGUAGE SKILLS

European Portuguese: proficient user.

French: proficient/independent user.

English: proficient/independent user.

German: basic user.

COMPUTER SKILLS IN USER’S PERSPECTIVE

Software: Microsoft Office - Word, Excel, Powerpoint, Access, Visio, Outlook, Internet Explorer.

Systems: SAP (Production), IBM AS/400.

Lotus: Lotus notes.

CAT tools: SDL Trados Studio 2017.

PROFESSIONAL EXPERIENCE

2017 – Translator and Managing Partner at **CMJTRAD Unipessoal Lda**, a single-member limited liability company focused on providing Linguistic Services.

CURRICULUM VITAE

1998/2016 – Freelance translator.

1992/2016 – **Professional category:** Assistant Director.

Company: Quinta and Vineyard Bottlers, Vinhos SA

Sector: Port Wine

1989/1991 - **Professional category:** Language correspondent.

Company: Taylor, Fladgate & Yeatman, Vinhos SA.

Sector: Port Wine

EXPERIENCE AS A TRANSLATOR

Language Pairs: French into Portuguese
 English into Portuguese

In continuous learning over the years, it has been a privilege to collaborate with excellent professionals in various projects, which helped me to acquire knowledge about different types of documents in the most diversified areas as shown below.

Types of documents:

Assignment documents, brochures, certificates, compliance documents, contracts, general texts and correspondence, glossaries, informative texts, legal documents, manuals, minutes, newsletters, petitions, press releases, product descriptions and presentations, proxies, publicity campaigns, reports, software tools, websites, working documents, among others.

Areas:

Administration ▪ Art ▪ Communication ▪ Culture ▪ Domestic Electrical Appliances ▪ Ecology ▪ Economy/Finance ▪ Employment/Health, Safety and Environment ▪ Environment ▪ European Institutions (European Commission, European Parliament) ▪ Fashion ▪ General topics ▪ Hotel services ▪ IT (information technology) ▪ Jewellery ▪ Law ▪ Leisure and well-being ▪ Literature ▪ Management ▪ Marketing ▪ Oenology ▪ Perfumes ▪ Port Wine ▪ Publicity ▪ Renewable Energy Sources ▪ Social subjects ▪ Textiles ▪ Trade Marks ▪ Watchmaking

To keep a good professional relationship with the clients is a key factor to every activity. Thus, as a service provider, my main concern has always been the quality and confidentiality of the services rendered to clients.

OTHER ACTIVITIES AND TRAINING

2014: Certificate of participation in the Workshop “STARTER InPNL in Neurolinguistic Programming” – 16 hours.

CURRICULUM VITAE

Institution: In-PNL – Instituto Internacional de Programação Neurolinguística (International Institute of Neurolinguistic Programming)

2014: Participation in the Workshop “Communication and Leadership. The Power of Communicating” by Laurinda Alves at Casa Allen, Oporto – 9 hours.

2013: Certificate of presence in the Professional Training at the “Course of Computer Assisted Translation SDL Trados Studio 2011” – 24 hours.

Institution: CEISCAP – Centro de Educação Corporativa do ISCAP - Instituto Superior de Contabilidade do Porto (Superior Institute of Accountancy and Administration of Oporto).

2012: Certificate of presence in the Professional Training at the “Course of Computer Assisted Translation SDL Trados Studio 2009” – 24 hours.

Institution: CEISCAP – Centro de Educação Corporativa do ISCAP - Instituto Superior de Contabilidade do Porto.

2012: Course of Advanced Excel 2010.

Institution: Lectured at Quinta & Vineyard Bottlers, Vinhos SA.

2011: Certificate of Professional Training “*Excise Tax.*”

Instituição: PriceWaterhouseCoopers Assessoria de Gestão, Lda.

2007: Certificate of presence in the 4th Journey of “*Translation, Terminology and Computer Aided Translations Tools.*”

Institution: Departamento de Línguas e Culturas da Universidade de Aveiro (Department of Languages and Cultures of the University of Aveiro).

2006: Certificate of presence in the “*Workshop of Medical Translation.*”

Institution: Tradulínguas – Gabinete de Traduções together with the British Council of Coimbra.

2006: Certificate of presence in the 3rd Journey of “*Translation and Terminology: Water and Environment: Treatment and re-utilisation.*”

Institution: Departamento de Línguas e Culturas da Universidade de Aveiro (Department of Languages and Cultures of the University of Aveiro).

2005: Course of SDLX 2005.

Institution: FLUP - Faculdade de Letras da Universidade do Porto (Faculty of Letters of the University of Oporto).

2005: Certificate of presence in the training session “*Accountancy and Financial Analysis for Translators.*”

Institution: ISCAP - Instituto Superior de Contabilidade e Administração do Porto.

2004: Presence in the Conference by Maria Teresa Cabré “*Pasado, presente y futuro en Terminologia.*” (Past, present and future of Terminology).

Institution: FLUP - Faculdade de Letras da Universidade do Porto.

CURRICULUM VITAE

2003: Certificate of presence in the TERMIP – 2nd International Conference of Terminology– CIT 2003 “*Terminology: the state of theories*”.

Institution: Faculdade de Ciências Sociais e Humanas da Universidade Nova de Lisboa (Faculty of Social and Human Sciences of the New University of Lisbon).

2003: Certificate of presence in the 10th Journey of Translation of ISAI – Instituto Superior de Assistentes e Intérpretes (Superior Institute of Assistants and Interpreters) on the “*Development of the Translation Studies in the last decade*”.

Institution: Fundação Cupertino de Miranda no Porto (Cupertino de Miranda Foundation in Oporto).

2002: Certificate of presence in the “*Workshop on Localization – Bert Esselink*”

Institution: FLUP - Faculdade de Letras da Universidade do Porto.

2001: Presence in the Conference “*The profile of the Conference Interpreter*”.

Institution: ISCAP - Instituto Superior de Contabilidade e Administração do Porto.

2001: Certificate of professional training in Advanced Excel 2000 (14 hours).

Institution: CESAE – Centro de Serviços e Apoio às Empresas (Centre for Services and Support to Companies) at AIP.

1998: Certificate of professional training in Windows 95: Winword (15 hours) and Excel (15 hours).

Institution: AIP - Associação Industrial Portuense (Oporto Industrial Association).

Holistic Therapies

2017: Munay Ki, Initiation Rituals.

Trainer: Sara Cardoso.

2017: Ritual of the Womb, 13th ritual of Munay Ki.

Trainer: Sara Cardoso.

2017: Master Degree in Reiki of the Traditional System - Usui Reiki Ryoho.

Trainer: Sara Cardoso.

2017: Course of Canalization.

Trainer: Sara Cardoso.

2016: Training in “Japanese Techniques of Reiki”.

Trainer: Sara Cardoso.

2015: Workshop “The healing power of the plants”.

Trainer: Marina Costa, Centro Psicoterapêutico.

2015: Course of Energetic Development with the Angels.

Trainer: Sara Cardoso.

2015: Course of Communication and healing with the Angels – In the sphere of the Angels.

CURRICULUM VITAE

Trainer: Sara Cardoso.

2015: Course of Shamanic Master – Teaching and Initiation in the Shamanic Healing System Ama Deus.

Trainer: Sara Cardoso.

2015: Course of Crystals.

Trainer: Denis Alves Viatico, Escola Esotérica Merlin.

2014: Course of Vibrational Massage with Crystals.

Institution: Escola de Hidroterapia e SPA Carla Moreira.

2014: Workshop “How to make money as a therapist”.

Trainer: Denis Alves Viatico.

2014: Master Teacher in Magnified Healing of the God Most High of the Universe – First Phase.

Trainer: Sara Cardoso, Espaço Reiki.

2014: Course of Energetic Self-protection.

Trainer: Denis Alves Viatico, Escola Esotérica Merlin.

2014: Course of Introduction to Crystal therapy.

Trainer: Joana Pinto, Casa Brahma.

2011: Course of Traditional Reiki Level III-B.

2011: Course of Traditional Reiki Level III-A.

2009: Course of Essential Reiki Level III.

2009: Course of Traditional Reiki Level II.

2008: Course of Traditional Reiki Level I.

2008: Sessions of Ikebana (Japanese art of flower arrangement).

Institution: Instituto Changchup.

Personal Development

2013: Taking Refuge with Venerable Tulku Lobsang Rimpoché.

2012/13: Participation in The World Tour for Inner Peace – INKARRI. Tibetan Monks of the Monastic University of Gaden Shartse: Puja of Incense, Initiation to Buda Avalokiteshvara (compassion), psychic cure Tara Verde, Puja of Vajravedaran and Puja of Kangso.

2012: Initiation to White Tara; Initiation to Zambala; White Tara and Zambala Puja; Taking Refuge with Venerable Lama Tsering Rimpoché.

2012: Lords of Karma – levels I and II.

2008: Sessions of Ikebana (Japanese art of flower arrangement).

Institution: Instituto Changchup.

2007: Course of Tsa-Lung.

2006: Course of Lu-Jong (Tibetan yoga).

2005: Course of Introduction to Meditation.

CURRICULUM VITAE

Institution: União Budista Portuguesa - Delegação do Porto (Portuguese Buddhist Union).

PERSONAL INTERESTS

Interests: reading, cinema, photography, travelling.

Creative activities: painting, writing.

Sports: Cardio fitness, Body Balance, Yoga, Pilates.

Frequency of Painting Lessons

2013/14: Atelier Pedacos de Arte.

2007/13: Escola Utopia.

Participation in Painting Exhibitions

2012: “Deambulações” (Wanders) at Galeria Utopia with Sérgio Oliveira.

2011: Collective Exhibition at Escola Utopia.

2010: Galician-Portuguese itinerant Painting Exhibition within the Xacobeo 2010.

2009: Collective Exhibition at Casa da Cultura Manuel Lueiro, O Grove, Spain.