




PERSONAL INFORMATION

RAQUEL CUNHA

-  (Portugal)
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PREFERRED JOB

Translator

WORK EXPERIENCE

01/11/2015–31/08/2016

Translator

University Professor, Maryland (United States)

- Translation into English of an Afro-Portuguese newspaper from the 20's which included articles on Social Sciences, Politics, Literature, Agriculture, Armed Forces, Advertising and Finance, for a project on Pan-Africanism.

01/11/1997–31/10/2015

Management and administration of a scientific association and R&D Unit

CEAUP (R&D Unit) - University of Porto, Porto (Portugal)

- Translation and revision of scientific papers for congresses and of articles for publishing in international scientific journals – specialization in Modern and Contemporary History and African Studies.
- Administrative management of the R&D Unit
- Web site management – *back office*
- Planning and organization of scientific events (meetings, congresses and conferences)
- Coordination of the edition of a scientific journal and of three book collections
- Administrative management of two European grants: Marie Curie and ERC Starting Grant
- Administrative management of NGO activities in Africa.
- Representation of the R&D Unit in Embassies, Universities, Companies and other strategic partners

01/10/1997–Present

Freelance Translator

(Portugal)

Translation and proof-reading into English and French and from Portuguese into English mainly in the domains of:

Anthropology
History
Journalism
Literature

01/10/1995–01/03/1996

Translator

JN - Portuguese newspaper, Porto (Portugal)

Translation of news from the International Section of the newspaper (trainee).

01/02/1995–01/05/1996

Translator

Faculty of Letters - University of Porto, Porto (Portugal)

• Translation (in cooperation) of the *Dictionary of Demography* - Roland Pressat for the Department of Geography (trainee).

EDUCATION AND TRAINING

01/09/1991–31/07/1996	Bachelor degree pre-Bologna (5 years) Degree in Modern Languages and Literatures, French and English option - English translation branch., Porto (Portugal) <ul style="list-style-type: none"> ▪English language ▪French language ▪English Literature ▪French Literature ▪English Culture ▪Translation Theory ▪IT ▪Translation English/Portuguese-Portuguese/English 	EQF level 6
01/10/1981–31/12/1991	Certificate of Proficiency in English British Council, Porto (Portugal)	Grade A
01/10/1997–30/06/1998	Certificate of Italian - I / II University of Porto, Porto (Portugal)	Grade 15/20
23/10/2014–10/07/2016	Certificate of Arabic - I / II University of Porto, Porto (Portugal)	Grade - 19/20

PERSONAL SKILLS

Mother tongue(s) Portuguese

Other language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C2	C2	C2	C2	C2
University degree in Modern Languages and Literatures, French and English option - English translation branch Certificate of proficiency in English					
French	C2	C2	C1	C1	C2
University degree in Modern Languages and Literatures, English and French option - English translation branch					
Italian	A2	A2	B1	A2	A2
Certificate of Italian					
Arabic	A2	A2	A2	A2	A2
Certificate of Arabic					
Spanish	B2	B1	B1	B1	A2

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user
Common European Framework of Reference for Languages

Communication skills

good communication skills in a multicultural environment acquired through a long experience of personal and professional interaction with people from different geographic, cultural and religious provenances.

Organisational / managerial skills

- good organizational and managerial skills gained as administrative manager of a scientific R&D Unit.
- ability to work under pressure and make practical decisions, problem-solver.
- responsible for two trainees (Master and PH students).
- Coordination of the edition of an international Journal on African Studies (from 1999 to 2015); coordination of the edition of 9 books from an African Studies' collection published by the Swiss Editor Peter Lang.

Job-related skills

- 18 years of experience as a translator:
- Fields of expertise: Modern and Contemporary History; Anthropology; Social Sciences; Literature; Journalism
 - High-quality translations always delivered on the agreed deadline.

Digital competence

SELF-ASSESSMENT				
Information processing	Communication	Content creation	Safety	Problem solving
Proficient user	Proficient user	Independent user	Proficient user	Independent user

Digital competences - Self-assessment grid

- good command of Microsoft Office
- good command of EndNote
- good command of Macromedia HomeSite
- good command of Adobe Acrobat

Other skills

- Passionate reader
 Amateur Photographer
 Solid knowledge of History
 Good knowledge of African Societies, mainly of the former Portuguese colonies and the Maghreb.

ADDITIONAL INFORMATION

Projects

- Administrative management of:
- Marie Curie Action- Life Long training scholarship: *Forced Labour in West Central and South Central Africa: an Afro-European colonial heritage in comparative perspective, 1930-1970*. September 2009-August 2010.
 - ERC Grant Starting Grant: *Forced labour: an Afro-European heritage in sub-Saharan Africa (1930-1975)?* September 2010-August 2011.
 - Enhancing Studies and Practice of the Social Economy and Social Capital in Higher Education – CEAUP/ University of York. – 2012-2015.

Conferences

- Participation in APTRAD 1st International Conference “Stages in the career of a freelancer” – 18th /19th June 2016, Porto, Portugal.
- Participation in ProZ.com 2016 virtual conference for International Translation Day 28th/30th September 2016.
- Organization of around 39 International Conferences on African studies and other academic-related events.

Memberships Member of APTRAD (Portuguese Association of Translators and Interpreters)