



Europass Curriculum Vitae

Personal information

First name(s) / Surname(s) **Irene Maria Dias Valente**

Address(es) Pça Rainha D. Amélia, 26, 1.º D.º
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Portugal

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E-mail irenemdvalente@gmail.com

Nationality Portuguese

Date of birth 2nd December 1958

Work experience

Dates **2009 - present**

Occupation or position held **Technical Translator as well as Proofreader**

Main activities and responsibilities **Translation and proofreading of technical manuals, business documents, thesis and essays, architecture, software, advertising, etc.**

Name and address of employer **Self-employed freelance translator**

Type of business or sector **Translation and Proofreading**

Before becoming a self-employed translator I worked at Fecope, Lda. (1989-2011) as a Secretary/Correspondent/Translator/Interpreter. At the same time, I always had part-time works as translator, writer and proofreader (software programs: Tech Data enterprise, IPO Congress as interpreter, machine-tools enterprises, advertising (Visão and Expresso), etc.

Education and training

Dates **1996**

Title of qualification awarded **Bachelor**

Principal subjects/occupational skills covered **Languages and Modern Literatures - English and Portuguese**

Name and type of organisation providing education and training **Faculdade de Letras da Universidade do Porto**

Dates **1988: Course "Executive Secretary"**
1988: Intensive course: "International Relations"
1990: Formation "Commercial English"
2013: Spanish Language

2012-2014:
Several Proz certificates, conferences and webinars (PROZ Member)
Several IATE webinars

Personal skills and competences

Mother tongue(s)
Other language(s)
Self-assessment
European level ()*

Portuguese

English
French
German
Spanish

Understanding				Speaking				Writing	
Listening		Reading		Spoken interaction		Spoken production			
C2	Proficient user	C2	Proficient user	C2	Proficient user	C2	Proficient user	C2	Proficient user
C1	Proficient user	C1	Proficient user	C1	Proficient user	C1	Proficient user	C1	Proficient user
B2	Proficient user	B2	Proficient user	B2	Proficient user	B2	Proficient user	B2	Proficient user
B2	Proficient user	B2	Proficient user	B2	Proficient user	B2	Proficient user	B2	Proficient user

(*) [Common European Framework of Reference for Languages](#)

Technical skills and competences

Technical, Manuals, Machine-tools, Manufacturing, Electronics, Engineering, Architecture.

Computer skills and competences

Excellent command of all the Office Package
Good command of CAT tool (SDL 2011 FREELANCE PLUS, TRADOS 2014, WORDFAST PRO version 3.1.3, MEMOQ)

Other skills and competences

Editor

Additional information

Software Used:
WINDOWS, OFFICE 2013, TRADOS 2014 + 2011 FREELANCE PLUS, WORDFAST PRO, MEMOQ, ABBYY FINEREADER 11, FLIP, LINCE, ADOBE.

Signature:



Date: 7/5/2014