



Nathalia Sponton Nardi Pinheiro

Freelance Translator

✉ nathaliasnp1999@gmail.com 📞 +447506610042 📍 Norwich, United Kingdom

🚗 Driving license

[in https://www.linkedin.com/in/nathalia-sponton-nardi-pinheiro-19b379200](https://www.linkedin.com/in/nathalia-sponton-nardi-pinheiro-19b379200)

Profile

My steadfast dedication is evident in every project I undertake, as I blend precision with the understanding that each project is unique and will require a unique skillset. My organisational skills ensure efficiency and quality in everything that I do, and a sense of responsibility is the core of my work ethic

I pride myself on being proactive—anticipating the needs of my clients and employers is second nature to me. My initiative is matched by my ability to work seamlessly within a team or autonomously, adapting to the collaborative or independent demands of different projects.

My passion for continuous learning means I am always expanding my knowledge and sharpening my skills. This love for growth translates into a readiness to embrace challenges, ensuring that I am not just meeting expectations but striving to surpass them. With a professional yet friendly demeanor, I am eager to contribute my skills to your team and forge new frontiers with excellence.

Skills

Attention to detail

Language proficiency

Strong verbal and written communication skills

Problem-solving

Time management

Adaptability

Continuous learning

Languages

English



Portuguese (Brazilian)



Achievements

09/2022

Unconditional offer to study MSc Forensic and Investigative Psychology degree at Canterbury, Christ Church University

01/2019

Unconditional offer to study a BSc Psychology degree at City, University of London

08/2013

Award for best student at my secondary school in Brazil

References

Andrea Romaoli, *Career Mentor*
andgarciar@gmail.com

Flavia Morellato, *Physiotherapist*, Flavia Morellato Ltd.
flavia@flaviamorellato.co.uk

Education

09/2022 – 09/2023 **MSc Forensic and Investigative Psychology**,
Canterbury, Christ Church University

- Studying diverse areas within Forensic and Investigative Psychology
- Continuous development of academic and professional skills
- Conducting original research
- Working well with deadlines and submitting exceptionally high quality work

09/2019 – 07/2022 **BSc Psychology**, *City, University of London*

- Studying diverse fields in Psychology
- Development of strong academic skills (e.g., essay writing, book reviews, summaries of scientific journals, scientific report writing, etc.)
- Conducting controlled experiments
- Upholding honesty and academic integrity
- Working well with deadlines and submitting exceptionally high quality work

Professional Experience

2019 – Present **Freelance Translator**

- Accurately translating various documents or texts (from books to audio files and documents) from one language to another while maintaining the content, context, and style of the original material.
- Reviewing translated texts to identify and correct any grammatical, typographical, or stylistic errors.
- Localisation: adapting content to suit the cultural and linguistic standards of the target audience, ensuring that translations are culturally sensitive and appropriate.
- Handling the logistics of translation projects, including meeting deadlines, managing workflows, and coordinating with clients.
- Conducting extensive research to find the correct terminology and ensuring that specialised terms are accurately translated.
- Use of CAT Tools to enhance efficiency and consistency in translation work.
- Developing expertise in specific fields, such as psychology, to provide specialised services.
- Confidentiality Maintenance

07/2023 – Present **Personal Assistant**, *Flavia Morellato*

- Diary Management
- Managing incoming calls and correspondence, including email.
- Document Preparation: Drafting letters, presentations, reports, and minutes from meetings.
- Booking flights, accommodations, and preparing itineraries.
- Prioritising tasks and managing follow-ups to ensure completion.
- Processing expenses and invoices.
- Maintaining databases, client lists, and contact information.

- Conducting research as required to prepare for meetings or projects.
- Ensuring discretion and confidentiality in all matters.
- Acting as the first point of contact for the employer, liaising with clients, suppliers, and other staff.
- Assisting in project management and coordination.

04/2022 – Present

Freelance Transcriber, Take Note

- Over 4,500 minutes of transcribed audio to exceptionally high levels of accuracy
- Attention to detail
- Fast typing skills
- Good knowledge of grammar and punctuation

2022 – 2023

Substitute Teacher, Pearson Whiffin Education

- Delivering pre-planned lessons to secondary school children for a wide range of subjects
- Adaptability in preparing lessons when necessary
- Behaviour management
- Working as part of a team of teachers and school administrators to ensure the safety and wellbeing of students

2021 – 2022

Private English Tutor

- Creatively planning lessons to meet the specific needs of the student
- Managing learning difficulties and making learning interesting
- Effectively communicating with the student
- Following health and safety guidelines

Additional Experience

2019 – 2020

Youth Group Leader Volunteer

- Mentoring a group of approximately 10 twelve-year-old girls
- Discussing personal development and planning for the future
- Counselling
- Liaising with the mentees and their parents to help foster and develop healthier family dynamics
- Helping youth overcome and adequately deal with personal challenges, including academic, mental health, and problems at home
- Acting as a role model and offering guidance