

Arlete Moreira da Graça

Translator, Proof-reader, Post-Editor, Copywriter

French, Spanish, English and Portuguese

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Translator with ability to translate from French, Spanish and English into Portuguese languages. Most skilled in translating technical, business, marketing and scientific documents.

### WORK EXPERIENCE:

2017- Present Upwork

1 Copywriting- SEO texts about Health, Beauty, Gambling and Cryptocurrency

2 Translation from French and Spanish to Portuguese

3 Translators Without Borders

2006- 2009 Caticall, Market Research Olivais, Lisbon

Job Responsibilities:

- 1 Contacting customers by phone and email, asking information about their experiences with some brands
- 2 Introducing the information in the computer
- 3 Analysing the relevant information for research

2009 -2012 *Correios de Portugal*, Lisbon

Customer support

- Receiving phone calls and emails
- Resolving issues related to items and other services

#### EDUCATION AND TRAINING:

2014-2021 Bachelor degree in Translation (French, Spanish and Portuguese) - University of Lisbon, Portugal

April 2021 to the present Translation in the Medical field course (English into Portuguese) - Tradusa

July 2021 Creative Writing course (Portuguese) - Escrever Escrever Portugal (30 hours)

September 2021 Portuguese Spelling Doubts course (10 hours)-Escrever Escrever

October 2021 English Common Law into Portuguese Translation course (8 hours) - APTRAD

February 2022 Persuasive writing-ESPM (8 hours)

March 2022 Introducing to Subtitle Practice (12 hours) -Cult

April to June 2022 Business and Marketing Translation – Middlesex University and the Association of Translation Companies

## June 2022 An Introduction to Marketing Translation course-Crisoltranslations

### CAT Tools:

- Memoq
- Memosource
- Wordfast Anywhere

### Other software:

- Office
- Skype
- WinRAR
- WINDOWS 10
- Anti-virus: McAfee

### Professional Affiliation:

APTRAD (Association of Translators and Interpreting Professionals)

### Hobbies:

Reading, writing, History, travelling abroad, cooking, music, playing guitar, cinema, learning about Mental Health...

### Payment Methods:

- PayPal
- Wise
- Wire transfer

### Professional Profiles:

#### LinkedIn:

[www.linkedin.com/in/arlete-graça-509468240](https://www.linkedin.com/in/arlete-graça-509468240)

PROZ: <https://www.proz.com/profile/3482138>

UPWORK: [Arlete G. - Translation from French, Spanish and English to Portuguese - Upwork Freelancer from Liverpool, United Kingdom](#)

#### Webinars/Workshops/Conferences:

- Quality Assurance and Quality Control in Translation: tips, tricks and tools (CIOL Training).
- Translating for the fashion industry (CIOL Training)
- Five Essential Contract and Rate for Translators and Interpreters (CIOL Training)
- Introducing the Association of Translation Companies
- Master the basic of memoQ
- Basic Human Anatomy for Translators (Tradusa)
- Relationships, Family and Mental Health (Mindspring)
- Understanding Oppositional Defiant Disorder (Mindspring)
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#### References:

- Available upon request.

#### Working Areas:

- Business
- Marketing
- General