



Vanessa Marques  
LANGUAGE | STUDIO

## Vanessa Marques

Qualified professional translator since 2000

English | French | Italian -- **PORTUGUESE (EU)**

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[www.vanessamarques.net](http://www.vanessamarques.net)

### Professional Freelance Experience 2002 – Present

#### Business and Management

Business plans, company policies, annual meetings, internal communications, employee handbooks, training materials.

#### Financial

Corporate communications, investor information, shareholder communications, financial statements.

#### Legal (Contract and Corporate)

Contracts, confidentiality agreements, non-disclosure agreements, customer agreements, licence and service agreements, product warranty statements, terms and conditions, privacy policies, employment agreements, codes of conduct.

#### International Development

Reports, questionnaires and other documents related to economic inequality, education, human rights, politics, poverty alleviation and sustainability.

#### Consumer Products and Websites

Manuals (operation, maintenance, user guides), brochures, e-commerce websites.

#### Art and Culture

Art, design and documentaries for ODISSEIA and HISTORY channels.

### Professional In-House Experience 2000 – 2002

Glossarium – Traduções e Serviços de Informática, Lda.

- IT (hardware, software and related publications for major PC manufacturers and IT service and business solutions providers such as IBM, Microsoft, Sun Microsystems);
- Legal (customer/non-disclosure/product licence/service agreements, product warranty statements, Statement of Work, legal documentation);



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- Marketing (product catalogues and leaflets, newsletters, specific documentation for Marketing Representatives and Business Partners, opinion and customer satisfaction surveys);
- Telecommunications (call for tenders).

## Education

- **University degree in Translation - Portuguese, English and French** (specializing in EU affairs, financial and legal translation), ISLA Lisboa, 1996 – 2000
- English and Translation Studies, University of Salford, 1998  
Chosen by home university for a study period, based on academic merit.
- CPE - Certificate of Proficiency in English
- Italian Language and Culture (Istituto Italiano di Cultura di Lisbona)

## CAT Tool

Trados Studio 2015

## Continuing Professional Development

**Conferences:** ELIA Together 2019, METM18, BP17, APTRAD International 2016, IAPTI Conference 2015, BP14, Web Summit 2016

**Workshops:** Corpus guidance: a tool for understanding professional language usage, change, and variety (MET workshop with Mary Ellen Kerans) and Terminologia: tutto quello che devi (veramente) sapere (Maria Pia Montoro)

### Other CPD:

- Conversion Copywriting 101 (Copy Hackers)
- The 2018 SEO Training Course: Building Sustainable Traffic for Business Growth (Hubspot Academy)
- Business School for Translators (Marta Stelmaszak)
- Business Acceleration Masterclass (Chris Durban).

## Professional Memberships

- Associação Portuguesa de Tradutores e Intérpretes (APTRAD)
- Mediterranean Editors & Translators (MET)

## Additional Information

- Member of Translators Without Borders
- Volunteer translator for Amnesty International Portugal
- I host a monthly translators' networking event in Lisbon, Portugal
- Interests: Language learning, language exchange, current affairs (world politics, EU affairs), human rights, traveling, fine-art photography, documentary photography, music, urban sketching.