

**Curriculum Vitae**  
**Isabel Carvalho, MA, Lic., MITI**

**Mother tongue: European Portuguese**

**Language combinations:** English into Portuguese (European/African)  
French into Portuguese

**Contact Details**

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**Specialisms:** Technical Manuals, Machinery and Tools, Literature accompanying Medical Aids and Instruments, Clinical Trials, Contracts, Memoranda and Articles of Association, Court Papers, Banking, Management Reports, Coaching and Training Courses, Safety Data Sheets, Public Services, Health and Safety, Pharmaceuticals, Development Issues, Market Research, Oil & Gas Industry, Food & Drinks Industry, Toy Industry, Software Localization, Information Technology, Websites, General Technical and Commercial.

**Qualifications/Training:**

- MA in Linguistics, University of Manchester, 1989.
- First degree (Licenciatura) in Romance Literature, University of Lisbon, 1979

→Member of ITI (joined 1992) →Professional Indemnity Insurance (£1.1 M)

**Software:** Windows 10 Pro  
SDL TRADOS Studio 2019  
Microsoft Office 365  
Adobe Acrobat Reader DC

**Work History:**

September 92 - date Full-time freelance translator  
March 90 - March 92 Portuguese in-house translator at Phoenix Technical Publications Limited  
(translation of technical documentation and software)  
Oct 87 - Jan 90 Freelance translator and interpreter  
Part-time lecturer in Portuguese at the University of Salford  
Oct 83 - Sept 87 Language assistant for Portuguese at the University of Salford  
March 76 - Sept 83 Portuguese and French teacher at several secondary schools in Portugal

**For references, please contact:**

Ms. Ana Soto  
APA Translations  
91 Princes Avenue  
London W6 8LY  
E-mail: [Ana@apatrans.com](mailto:Ana@apatrans.com)

Mr. Philip Riley  
SoftTalk Translations  
99 Lynchford Road  
Farnborough  
GU14 6ET  
E-mail: [philip@softtalk.co.uk](mailto:philip@softtalk.co.uk)

Ms. Gill Miller  
Lex Lingua Translations  
Puttenden House  
Puttenden Road  
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**Portfolio of work done includes:**

- manuals/leaflets/data sheets for pumps, drills, conveyors, food processing and packaging systems, industrial laundry systems, measurement systems, medical devices, agricultural machinery, as well as for remote controls, Hi-Fi systems, TVs, home cinema, TV Links, baby monitoring systems, washing machines, dryers, etc.
- owner manuals as well as workshop manuals translated through agencies for several of the main automotive manufacturers, including Ford, Jaguar and Land Rover; also manuals for agricultural tractors
- corporate agreements, memoranda and articles of association as well as employment contracts, tenancy agreements, court papers, etc.
- Prospectus and Final Terms for various investment products as well as general documentation relating to banking procedures
- translation of presentations, posters and diverse material for coaching and training courses
- safety data sheets for chemical products
- leaflets, letters, contracts and diverse documentation for the NHS, social services, police service, the judiciary and different county councils in the UK
- health and safety manuals for factory workers, restaurant workers and workers in the construction industry
- protocols for clinical trials as well as literature accompanying medical aids and pharmaceuticals; QRDs
- translation of diverse documentation on development issues for the OECD, MOPAN, Malaria Consortium, Roll Back Malaria, Save the Children and WaterAid, as well as various documentation and two published manuals for Tearfund (*Os desastres e a igreja local* and *Pense em meios de subsistência!*)
- surveys and questionnaires for market research (including scripts for telephone surveys)
- marketing brochures for the paving industry
- translation of laboratory and clinical pure water systems
- translation of projects and proposals for the Angolan oil industry as well as certificates and personal documentation for workers going to the Angolan oil and gas sector (final clients included Sonangol and Chevron/Cabinda Gulf Oil Company)
- diverse material for the food and drinks industry as well as for animal food manufacturers; also menus for the airline industry
- packaging and leaflets for toys and games
- translation of documentation and software for desktop computers, laptops, fax machines, printers and mobile phones
- translation of websites