

Sílvia Martins



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Mother tongue: Portuguese

Language combinations: English<>Portuguese; French<>Portuguese

Personal information

Born 09/09//1969 Pléssis-Trévisse – France
Nationality: Portuguese
Divorced, two children.

PROFESSIONAL PROFILE

Comfortable with a wide range of language registers and styles as a result of solid academic studies, demanding professional activity as technical translator and freelance experience in translation of texts from diverse sources into an appropriate register of Portuguese.

Qualified to translate at professional level from English to Portuguese and from French to Portuguese (by Instituto Superior de Assistentes e Intérpretes, Porto University).

LANGUAGES:

Portuguese (mother tongue), fluent in French (have lived in France for eleven years) and English, basic German and Spanish.

EDUCATION

BA Hons (pre-Bologna five-year degree) in **Translation and Interpreting Studies in English<>Portuguese and French<>Portuguese** (1994) by ISAI-Porto University. Final thesis: **Glossary of Genetics in Portuguese-English / English-Portuguese.**

International Trade Course, by a Brazilian Institute on Customs Training, in Campinas – São Paulo

Level G5 on German by Goethe Institut.

Course of French on Public Relations by the Instituto de Francês do Porto.

WORK EXPERIENCE

1994 – to present – freelance translator.

Areas of expertise:

Graphic Industry equipment

Prepress: Onyx products; CtP (Computer to Plate) technology; instruction manuals and sales leaflets (EN>PT, more than 120.000 words);

Offset Printing: Instruction Manuals of offset printing machines, sales presentations, instructions for troubleshooting resolution to be used by service personnel (EN>PT, more than 500.000 words);

Postpress: paper folding machines (MBO), high speed cutters, thread-sealing machines, saddle-stitchers and other equipment (EN>PT and FR>PT; instruction manuals, more than 400.000 words);

Paper bag machine - Website (client: Somtas; EN>PT; 2.400 words)

Mechanics, Electronics and Engineering: technical instructions for repairing works, instruction manuals and sales leaflets on household appliances, heaters, boilers, heating pumps, etc (EN>PT and FR>PT, more than 250.000 words).

Food Preservation Systems: User guide and Presentations (FR>PT; 15.000 words)

Air Handling Units: (approx. 40.000 words; EN>PT; FR>PT)

Components and tools for the Automotive Industry: corporate publications and spare part lists (more than 25.000 words EN>PT; FR>PT);

Human Resources – Corporate publications; Employee´s handbooks; online training, through agency (approx. 70.000 words, EN<>PT; FR<>PT);

Finance/Business - general, financial, annual reports, sales proposals, corporate literature, internal communications, investment agreements, contracts, contemporary letters (approx. 250.000 words, EN<>PT; FR<>PT);

Marketing: part of website and daily online sales (Showroomprive.com through agency; approx. 24.000 words; FR>PT). Several company´s publications, mostly related to insurance, printing equipment and fashion fields (approx. 150.000 words; EN>PT).

Psychology: academic essays, dissertations (approx. 50.000 words EN<>PT; FR<>PT);

Law: contracts, academic essays, power of attorneys, judgments of marriage dissolution, patents, reports of childcare services (approx. 240.000 words, EN<>PT; FR<>PT) ; EU regulations (approx.. 30.000 words).

Foreign Trade: Guidelines, Processes, Procedures and General Annex under the Revised Kyoto Convention through agency; EEA Customs (88.000 words, EN>PT).

Government, Development and Security: publications on security and protective services, biometrics, cyber-security, explosive identifiers (for US translation agencies) and others, Wiki publications (approx. 82.000 words, EN>PT).

Computers & IT: Security (11.000 words for Sitelock through agency, EN<PT)

Arts, Tourism & Leisure (general information, sales leaflets for travel agencies, paper and audio guides for UK castles and monuments and for French museums, approx. 70.000 words, EN<>PT; FR<>PT)

Arts & Culture: magazine publications, leaflets, websites and others (approx. 55.000 words, EN<>PT; FR<>PT).

Fashion & Cosmetics: magazine publications; online sales; websites; online training for employees (approx. 370.000 words; EN>PT; FR>PT); End-clients (through agencies): Showroomprive; Valentino; Ralph Lauren. Bulgari; Baume & Mercier; Carrera; Omega; Hugo Boss; Chanel, Givenchy....

Natural Resources, Energy and Environment: environment impact analysis (client: Soares da Costa SA; approx. 40.000 words, EN<>PT); technical and detailed presentations on several kinds of energy sources, focusing on wind energy solutions (German organization through agency Sprachwerkstatt; approx. 43.000 words, EN>PT;).

Environmental and safety regulations – EU; H&S manuals (220.000 words, EN>PT; PT<>FR)

Construction/Civil Engineering: technical catalogues (160.000 words, FR>PT); website on pre-stressed equipment (client: MACFAB; 800 words, EN>PT); Production safety Information (EN>PT, 12.000 words and FR>PT, 11.000 words).

Anthropology: academic essays, wiki publications (approx. 32.000 words; EN<>PT; FR<>PT) ;

NGOs: reports and publications on MDGs goals as outsourced translator and translations for Translators Without Borders (approx. 40.000 words, EN>PT; FR>PT)

Oenology: processing steps and marketing materials of wines, beers and whiskies (approx. 3.500 words, EN>PT; approx. 20.000 words, PT>FR);

Cinematographic works: movie scripts (approx. 35.000 words, FR>PT); subtitling (approx. 195.000 words, EN<PT)

Biology, Health & Medicine: academic essays, instructions for medical devices and procedures; medical reports; NHS (UK) leaflets (approx. 240.000 words, EN<>PT; FR>PT);

Chemistry & Chemical Industry: product data sheet (15.000 words, EN<PT/FR>PT); Patent (9900 words, EN>PT);

Food sector: food products descriptions (9.000 words, EN<PT)

Genetics and Bioethical legislation : reports and publications (EN<>PT approx. 35.000 words).

Games and apps: Android mobile phones, iPhones and Educational Games (EN>PT; approx.6000 words)

Official Documents: birth certificates, life certificates, marriage and divorce certificates, university certificates / diplomas, contracts (direct clients or agencies; approx. 85.000 words, EN<>PT; FR<>PT)

Educational & Professional documents: Resumes/CVs, certificates and general letters, NGOs and universities publications (approx. 130.000 words, EN<>PT; FR<>PT);

Social Services: LAC reports and others (approx. 125.000 words, EN>PT); several kinds of specific documents, mostly related to pensions, subsidies and allowances (approx. 400.000 words, EN<>PT; FR<>PT).

Simultaneous/Consecutive translation (fields): Mould Industry, Graphic Industry, Automotive Industry, Business, Environment.

1996 – 1998; 1999 – 2003 – Technical Translator / Executive Secretary at MAN Roland Portugal, Lda , at the company's branch in Porto: Multinational leader in the Graphic Arts Industry. Main clients: the most prominent Portuguese graphic companies.

Responsibilities:

- Support at Sales and Technical Departments through translation of most of the documents issued by the company headquarters and by other represented companies. Type of documents frequently translated: technical and sales bulletins/equipment brochures/machines user guides (offset printing machines, high-speed cutters, folding machines, transport systems, thread-sealing machines, booklet finishing, etc...) from English, French and a little of German to Portuguese.
- Assistance in budget presentation, Sales and financing offers to clients.

- Consecutive translation at meetings between the company's top executives and customers.
- Commercial secretariat and general administrative work.
- Preparation, creation and maintenance of all the Office's archive system, both in digital and physical forms.

1998 - 1999 - Foreign Languages Correspondent at Simoldes Plásticos (Portugal) sent to Brazil (Simoldes Plásticos Indústria, Ltda and Simoldes Plásticos Brasil, Ltda). Portuguese industrial group leader on plastic components and tools for the Automotive Industry. Main clients in Brazil: Renault, General Motors, Volkswagen, Mercedes, SAS, Peguform, Valeo, etc...

Responsibilities:

- Negotiation procedures for machines, equipment and raw-materials import. It included, jointly with the forwarding agent and local authorities, all the follow-up process referring to terms, costs control, calculation of optimum quantities, documentation control, customs classification of products and its tax analysis.
- Consecutive/simultaneous interpreting and business cooperation in talks with customers.
- Linguistic Support to External Trade, Engineering, Logistics, Accounting and CEO departments.
- Translation in English, French, a little of German and sometimes Spanish.
- Budget preparation on specific raw-materials and equipment import.

August – December 1995 – Internship at Foundation Eng. António de Almeida - Porto, as Secretary of the Presidency, Translator and Public Relations.

1987 - Part-time job after school: Text Reviewer in local newspaper.

OTHER SKILLS

Computer knowledge: Windows (Word, Excel, PowerPoint, Acrobat)
 CAT Tools: **SDL Trados Studio 2017, XTM, MemoQ, Memsources**
 Wordfast

MEMBERSHIPS

IAPTI; PROZ Certified Pro Network (profile: <http://www.proz.com/profile/1440022>)
 TranslatorsCafe: (profile: http://silvia_martins.translatorscafe.com/)

INTERESTS

Translators Without Borders

**REFERENCES &
PORTFOLIO**

Reading, jogging at the beach, Arts, Cuisine.

Upon request