

Resumé



Rita Sofia Hora Bernardo da Rocha Grave

Contacts:

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Ø Personal information:

Nationality: Portuguese.

Date of birth: 17/01/1990

Ø Academic Qualifications:

2018: SDL Trados Studio 2017 certified - <http://www.sdl.com/certified/174832>

2017: Spot translation course at Willzilla.

2012 to 2014: Master's Degree in Legal Translation at the University of Aveiro.

2009 to 2012: Translation Studies Degree with specialization in English and German. University of Aveiro. Portugal.

From 2007 to 2009- Escola Secundária Dr. João Carlos Celestino Gomes. (Humanities Area

Ø Language Skills:

Languages	Comprehension	Speaking			Writing
		Speaking	Interacting	Producing	Written production
English	C1	C1	C1	C1	C1
French	B2	C1	B2	B2	B1
German	B2	B2	B2	B2	B2
Japanese	B2	B2	A2	A2	A2
Italian	C2	B2	B2	B2	B2
Spanish	C1	A2	A2	A2	A2

Ø **Professional Experience:**

March 2014 to September 2016- Project Manager at Tradu24.

October 2013 to January 2014- Internship at the "Museu Marítimo de Ílhavo"- (Codfish Museum in Ílhavo-Portugal).

September to October- Internship at the "Fórum da Juventude"- (Management of teen activities).

June 2013 to January 2014- Kindergarden teacher at the Colégio de Calvão.

June to July 2013- Translation and subtitling at FEST- Festival Internacional de Cinema de Espinho.

June to July 2012- Translation and subtitling at FEST- Festival Internacional de Cinema de Espinho.

September 2012 to present- freelance translator.

March 2014 to September 2016

Ø Project Manager, Tradu 24

Responsibilities: Manage translation projects (translation and proofreading), create quotes, issue invoices, follow-up client's quotes and projects. Be punctual and active at work. Interact with both clients and translators.

Competences:

Ø **Competences acquired and developed:** I learn how to handle the clients, to be responsible, to work shifts, and to work under pressure.

Ø **Skills Profile:** Due to my previous work experience I'm able to listen to the client's needs and to work under pressure. I'm also able to work in shifts. I'm responsible, hardworking and committed.

One of my weaknesses is being perfectionist. Although I'm perfectionist, because I analyze my work so carefully, my work tends to have a high standard.

June 2012 to present

Ø Freelance translator

Responsibilities: Translate, proofread and subtitle legal, technical, medical and pharmaceutical documents, clinical trials, video-games, gambling websites and apps, cooking and recipe books, marketing and educational documents, surveys and questionnaires, literary documents and

books, tourism websites, travel guides, hotel and spa brochures, translation of sports materials and beauty products.

Subtitle movies and TV series for FEST and companies working for Netflix.

Competences:

Ø **Competences acquired and developed:**

Specialized translation in legal and EU institutions.

Certified translator at Translators without borders.

Passed Microsoft certification exam for translators.

Advance knowledge of Netflix guidelines.

Advance knowledge of Microsoft Style Guide.

Proficiency working with Spot 6, Aegisub, Subtitle Edit, EZ subtitles and Subtitle Workshop.

Ø **Skills Profile:** Responsible, accurate and precise translation work.

Ø **Some of my clients:**

Samsung	Siemens	Sony	Hilton Hotel	Santander Totta
Netflix	Microsoft	LG	Game-set.net	Solvusoft

European Translation Centre

Ø **ICT:** Windows Office(Microsoft Word; Excel; Power Point.)

1. Translation software:

SDL Trados Studio 2017 Freelance
MemoQ 8.0
Wordbee
Transit NTX
Cafetrans
Wordfast Pro 5
Memsources
Passolo 2016

2. Subtitling software:

Spot 6
Subtitle Edit
Aegisub
Subtitle Workshop

EZ subtitles

Ø **Relevant membership association:**

ATA (American Translators Association)

Translators without borders

APT (Portuguese Association for translators)

APPortugal

Lexis

Subtle – professional subtitle association



Ø **Other relevant information:**

Ø I was part of the church's choir at primary school.

Ø I won a literature contest at primary school.

Ø I was part of the schools newspaper team (writing articles and proof-reading)

Ø I also studied dance for 4 years (since ballet to contemporary dance).

December, 2018