



ROSSANA LIMA

Professional Translator

Career summary

I have been translating since moving to Portugal in 1998; first as part of my functions as an executive assistant, and then later parallel to being an ESL teacher. Now, dedicated to translating full-time, I specialise in translating legal documentation and documents from the financial, business, pharmaceutical and tourism sectors, while also working on a variety of other projects in a range of fields. This is why I love translating – I get to satisfy the needs of my clients whilst broadening my knowledge base.

Translation and Teaching Experience

Venture Capital Firm

Translator

Sept 2012 – to date

Translation of documentation into English, such as:

- Investment contracts, Shareholders' Agreements, Articles of Association, and the like
- Promotional videos (translation for voice over)
- Press releases and Corporate presentations
- General documentation

Centro Europeu de Línguas (CEL)

Know-How IPSS

English Teacher / Tutor / Translator

Jul 2012 - Jun 2016

English teacher and/or tutor to individual students and groups of students at primary and secondary school level, as well as corporate clients. Corporate clients included areas such as:

- Banking
- Pharmaceuticals
- Construction and Engineering
- Law
- General Business English

In addition to teaching, I also translated documents for CEL ranging from University diplomas, a catalogue for meat products, medical reports, certificates and general correspondence.

Chipidea Microelectronics, S.A.

Executive Assistant / Translator

Jan 1998 - Oct 2008

In addition to all the inherent functions of being an executive assistant to the CEO of the company, I was liaison for foreign clients and in-house translator for the company where I translated and/or proofread:

- Institutional brochures
- Articles of association, NDAs, MoUs
- Board meeting minutes
- Contracts of an assorted variety



rossana@flimatranslations.com
<http://flimatranslations.com>
<http://www.proz.com/translator/2228621>

KEY FEATURES

- Qualified MITI in PT-EN and EN-PT
- ISO 17100:2015 and ISO 18587:2015 qualified
- 20 years' experience
- ProZ PRO Certified in language pairs
- Main language pair: Portuguese-English

SPECIALISMS

- Law
- Finance and Investment
- Business and Economics
- Travel & Tourism
- Pharmaceuticals
- Certificates, Diplomas
- General

PROFESSIONAL SKILLS

- Good turnaround
- Industry-specific and current terminology
- Knowledge and use of both US and British English
- Advanced computer skills

LANGUAGES

- English: Native
- Portuguese: Native fluency

SOFTWARE

- Microsoft Office
- Adobe Acrobat DC
- SDL Trados Studio 2017
- CafeTran Espresso

MEMBERSHIPS

- ITI
- CIOL
- Proz.com
- APTRAD
- APT
- IAPTI

Education/Training

Course in Legal Translation Tradulínguas
Lisbon, Portugal

Certificate
2012

TESOL Advanced Diploma + TEFL YL incl. Professional Certification
TEFL Academy (now Global Training Academy)
London, UK

Diploma
2012

Certificate of Pedagogical Competency
DGERT
Lisbon, Portugal

Certificate
2012

International Secretarial Course
INEPI / Ecole Lemania, Lausanne
Lisbon, Portugal

Diploma
2000 - 2002

