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# Work experience

## Upwork.com/Odesk.com/Elance.com Jan 2013 — Present

### Translation

Translated documents in English, Portuguese and etc . Checked and corrected grammatical and spelling errors in diverse documents. Worked in several roles for different projects as a freelancer.

## Fiverr March 2013 — Present

### Translation

Translated documents in English and Portuguese .

## Arklu Company - Lottie Dolls Jan 2013 — March 2013

Translation Internship

## MAKER STUDIOS March 2013 — August 2013

### Translation

Transcribed audio and written transcripts.

Provided translation of transcripts and descriptions of videos for the Platform.

## ALTMIND COMPANY March 2014 — June 2014

### VIRTUAL ASSISTANT + BILINGUAL ADMINISTRATIVE SUPPORT

Performed general data entry using Microsoft Excel and Word

Performed a wide variety of secretarial tasks in support of the business including phone reception, note taking, and word processing

## POP STUDIOS TRANSLATIONS June 2013 — August 2013

Translation

## Global Translation Services Jan 2014 — March 2014

Translation

## Google Adwords September 2013 — September 2014

### Translation/Data Entry

Performed translation, audio recording and data entry for Google.

## UN UNICEF March 2018 — August 2018

### Voluntary Translation

Performed voluntary work for translation project for UN - UNICEF from Portuguese to English.

## Ambra Traduzioni March 2020 — Present

Translation/Proofreading

## Magma Translation September 2019 — March 2020

### Translation/Proofreading

## MBTEK – US April 2020 — May 2020

### Customer Service

Liaised with customers, management and sales team to better understand customer needs and recommend appropriate solutions.

## Next World Communications June 2020 — December 2020

Customer Service/Administrative Support

Liveaboard May 2022 – Present 2023

* Translation of web content.

E2f – Data Annotator – October – December 2022

* Data Annotation

DCP Global Data Annotator – October 2022 – Present 2023

* Data Annotation

Kuikco - December 2022

* Translation from English to Portuguese/French

# Education

## Bachelor in Translation - English to Portuguese Uniasselvi

##  Jan 2021 — End Date December 2024

## Wizard – Spanish

##  Jan 2020 – Present

## Unic – English

## 2007 – 2011

## IUB – Photography

## 2011-2012

## Unic – Photography

## 2021 – 2022

## Unopar – Letras – English Teaching

## 2019-2020

# Languages

Brazilian Portuguese – Native

English – C2

Spanish – Intermediate

French – Begginer

# Softwares

CAT Tools

Subtitling Tools

Adobe Phostoshop CS6

Microsoft Office 365 – Word/Excel/Powerpoint/Adobe