



Todd B. Field

Freelance Translator

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Portuguese ⇒ English

OBJECTIVE

To build lasting partnerships for freelance translation work in the Portuguese to English language pair.

SUMMARY

Seasoned freelance translator with over ten years' experience. Precise, thorough, consistent and intuitive. Outstanding command of linguistic nuance, both universal and specialized. Excellent research and terminology management skills. Strong business background, professional ethics and perfectionist drive.

QUALIFICATIONS

- Exceptional foreign language abilities. Native U.S. English speaker, distinguished level of expertise in Portuguese (European).
- Specialized in translation of texts involving business/commerce, management, marketing/advertising, finance and law.
- Additional solid experience in texts involving information technology, telecommunications, media and e-commerce; economics, banking, insurance, accounting and auditing; government, politics and European Union affairs; education, human resources and training; CRM, quality control, business processes and logistics; travel and tourism, among others.
- Fluid, compelling writer in target language (English).

RATES AND CAPACITY

- Standard rate is \$0.10 per source word / \$35.00 minimum and per hour.
- Daily capacity averages 2,000 precisely translated words.
- Available Monday through Friday, 8:00 am to 5:00 pm MST (GMT -7 hours).

SOFTWARE

- Primary CAT tools are TRADOS and WordFast.

- Advanced skill level in Word, Excel, Publisher, PowerPoint, Access and other major Microsoft XP programs. Intermediate skill in Adobe PageMaker 7.0, QuarkXpress 5.0 and Corel WordPerfect 10.
- Solid, versatile computer experience. Highly adaptable to new software and applications.

SAMPLES OF RECENT TRANSLATION PROJECTS

Business/Commerce, Management, Marketing/Advertising

- Rotating press releases for Portugal's largest IT company (11,000 words)
- Rotating press releases for Portugal's third largest IT company (9,500 words)
- Press releases and public consultation documents for the Portuguese telecommunications regulatory authority (30,000 words)
- Rotating press releases for Portugal's largest tableware company (8,000 words)
- Website and corporate literature for Internet advertising company (10,500 words)
- Website material and rotating press releases for Azorean airline (7,000 words)
- Portuguese interior design company presentation (4,500 words)
- Case study presentations for Internet security company (1,000 words)
- Angolan petroleum company presentation (3,000 words)
- Company history, corporate responsibility literature and general consumer literature for leading Portuguese ceramics company (16,000 words)
- Six EU "Atlantic Area" project proposals (39,000 words)
- Government of Cape Verde procurement solution proposal (6,500 words)
- Surveillance system business proposal (4,000 words)
- IT systems proposal for Portuguese postal system (8,000 words)
- Project proposal for Angolan construction company (2,500 words)
- Outsourcing assessment report for Portugal's third largest IT company (8,000 words)
- Corporate governance report for Portugal's largest IT company (2,000 words)
- Strategic plan for Portugal's Ronald McDonald Youth Foundation (4,000 words)
- IT systems development plan for Portugal's third largest IT company (12,000 words)
- Internal communication strategy for Portugal's third largest IT company (3,500 words)
- Description of utilities management solution for Portugal's third largest IT company (22,500 words)
- Unified messaging project specifications for Portugal's third largest IT company (7,000 words)
- MMS tender documentation for Portuguese mobile operator (10,000 words)

- Software company consumer manual (11,000 words)
- Consumer brochure for Portuguese seafood distributor (1,000 words)
- Consumer brochure and catalog for Portugal's largest beverage distributor (7,000 words)
- Consumer brochure for Portuguese construction company (500 words)
- Consumer brochure for Portuguese real estate company (1,000 words)
- Consumer brochure for Portuguese HR consulting company (500 words)
- Consumer brochure for Portuguese telecommunications operator (1,500 words)
- Consumer brochure for Portuguese Internet advertising company (1,000 words)
- Consumer literature for Algarve real estate development (3,000 words)
- Print ads and consumer presentation for Portuguese hypermarket (1,500 words)
- Print ads for Portuguese olive oil producer (2,500 words)
- Print ads for Portuguese wine producer (1,000 words)
- Website, consumer literature and terms/conditions for Portugal's largest construction sourcing portal (18,500 words)

Finance

- Regular translation of annual reports for Portugal's largest IT company (19,000 words)
- Regular translation of annual reports for Portugal's third largest IT company (17,500 words)
- Regular translation of annual reports for Portuguese software company (8,500 words)
- Annual report for major Portuguese construction company (11,500 words)
- Annual report for Portuguese electricity company (5,500 words)
- Annual report for major Portuguese investment bank (14,500 words)
- Annual/corporate governance report for Portuguese investment firm (8,500 words)
- Consumer literature and account terms/conditions for major Portuguese investment bank (12,000 words)

Law

- Republic of São Tomé e Príncipe Electoral Law (5,000 words)
- Republic of São Tomé e Príncipe oil revenue management legislation (16,000 words)
- Republic of Angola Official Gazettes (12,500 words)
- Republic of Mozambique telecommunications sector policy (7,000 words)

- Energy forward market agreement between Portuguese and Spanish governments (7,000 words)
- Social security and employment law synopsis for Portugal's third largest IT company (4,000 words)
- Transfer of ownership agreement for Angolan construction company (3,500 words)
- Food service agreement for Brazilian airline catering company (4,500 words)
- Portfolio liquidation agreement for auto loan company (2,000 words)
- Maintenance and repair agreement for Portuguese rental car company (1,500 words)
- Facilities restoration agreement for Portuguese construction company (4,000 words)
- SAP consulting agreement (6,500 words)
- Agricultural development and extension agreement for the government of Mozambique (2,500 words)
- Supplier agreement for Portuguese pharmaceutical company (3,000 words)
- Financing agreement for Angolan youth health care center (1,500 words)

Miscellaneous Projects

- Tourism literature for FIFA World Cup 2006 (9,500 words)
- Consumer literature for World Tourism Day (2,500 words)
- Baseline report on IT in Portuguese schools (16,000 words)
- Quality control manual for Portuguese utilities company (6,500 words)
- Quality control manual for Portuguese construction company (2,500 words)
- HR documentation for Portuguese food distributor (5,000 words)
- Job descriptions and HR documentation for Portuguese SAP provider (4,000 words)
- Research articles on interactive television (4,000 words)
- Information Society case studies for Portugal's third largest IT company (3,500 words)
- Master's degree course proposal for Portuguese university (8,000 words)
- IT, multimedia and communication sciences degree course description and website material for Portuguese university (5,000 words)
- Video-on-demand system prompts for Portugal's largest IT company (3,500 words)
- Portuguese Healthy Cities Network annual review (3,000 words)

EDUCATION

Bachelor of Arts / Environmental Science (1990) from [The Evergreen State College](#), Olympia WA U.S.A.

ASSOCIATION MEMBERSHIPS

[American Translators Association](#) (Alexandria, VA)

[Colorado Translators Association](#) (Denver, CO)

CAREER HISTORY

- 1992 – Present:

Freelance Translator

Translation, proofreading and localization in numerous subject areas involving business/commerce, management, marketing/advertising, finance and law, among others. Past projects include (but are not limited to) general texts, websites, press releases, advertisements, consumer literature, employee literature, annual reports, research articles, data sheets, presentations, market analyses, proposals, correspondence and contracts.

During my 11 years of translating I have executed every project within the agreed parameters of quality and completion time. I have worked regularly with over 30 translation agencies and direct clients spanning the Portuguese-speaking regions of Europe, Africa and the Americas.

- 1995 – 2003: [The Scott Fly Rod Company](#), Montrose CO

Export Sales Manager

Duties included strategic planning, project and resource management, brand definition and developing and implementing tactical business partnerships in 36 foreign countries. Responsible for multiple core company functions such as sales forecasting, budgeting, financial oversight, database development, staffing and sales force management.

Strong emphasis on professional communication and the fostering of business partnerships in English, Spanish and Portuguese. Daily translator, interpreter and consultant for Scott and other affiliated companies in the outdoor tackle industry.

- 1995: [Telluride Angler](#), Telluride CO

Retail Manager and Guide Service Coordinator

Managed retail sales for an outdoor specialty store and directed a team of independent field guides. Cultivated organizational, service, interpersonal and other professional skills. Maintained year-round profitability with a highly seasonal sales/workload curve.

- 1992-1994: [Born and Raised Outfitters](#), Navajo Dam NM

Professional Fly Fishing Guide

Developed interpersonal and teamwork skills and laid a foundation for current emphasis on service quality and customer satisfaction.

- 1991: [IPFEL Instituto de Línguas & Informática](#), Lisbon Portugal

English Instructor

Taught beginner to advanced/ESL English classes to all age groups. Supplemented daily work with private individual tutorials, as well as offsite advanced classes to local pharmaceutical, computer and engineering companies.

- 1990: [Washington State Department of Wildlife](#), Olympia WA
Fisheries Field Team Coordinator

Organized and managed survey groups in the southwest Cowlitz/Chehalis sector of the Department of Wildlife. Responsible for the collection, processing and analysis of data on the spawning habits of salmonid populations.

WORK SAMPLES

Available at www.translation-wise.com, or deliverable upon request.

REFERENCES

Available upon request.