



# Helena Macedo

## Resume

### Personal Information:

**Name:** Helena Maria Macedo e Silva

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### Qualifications:

Degree in Specialized Translation and Interpretation (in ISCAP – Instituto Superior Contabilidade e Administração do Porto)

Bachelor's degree in Language and Secretariat -English and French (in ISCAP – Instituto Superior Contabilidade e Administração do Porto)

Translation and New Technologies Seminary (CAT Tools)/ (in ISCAP – Instituto Superior Contabilidade e Administração do Porto)

### Professional Experience:

3 years of experience as a freelance translator/proofreader

### Education and Training:

2007 - “OT2007 – Oficina de tradução 2007 – Tradução Audiovisual: Prática da Legendagem” – a course about subtitling and it’s tools.

2005 /2006 - 6 months at a professional training on a Portuguese translation agency (JABA Translations)

2005 - “OT2005 – Oficina de Tradução 2005 - Prática da Tradução em Ambiente Multimédia” – a course on the use of CAT tools in translation – Trados

### Language Skills:

Native language: Portuguese

Other languages: English (excellent reading, writing and translating) EN>PT<EN  
French (excellent reading, writing and translating) FR>PT<FR  
Spanish (excellent reading and translating) SP>PT

**Work Method:****- PC 1**

AMD Athlora/Assus, 80Gb + 40Gb Hard Disks, 512 Mb RAM, DVD R/RW, Web cam,  
Internet connection, Printer all-in-one, Windows XP prof., Office 2003, Trados 6.5

**- PC 2**

ASSUS F3J Series, 120Gb Hard Disk, 1024Mb RAM, DVD R/RW, Wireless, Web cam  
Internet connection, Printer all-in-one, Windows Vista., Office 2007, Trados 6.5

**Computer Skills:**

Windows XP / VISTA, Office 2003 / 2007 (Word, Excel, Powerpoint, Publisher), Internet Explorer, Trados 6.5 (Workbench, Winalign, Tageditor, Multiterm), Sysran, Catscradle, Passolo, Subtitle Workshop.

Course of Computing Skills – “19” in a scale of 0-20.

**Jobs Experience::**

Proofreading EN>PT of a complete web site, about inflatables - Commercial;  
Translation EN>PT of US Strategic Interest/Policies in Africa - Political;  
Translation EN>PT of a financial document – investitures;  
Translation EN>PT of description on cosmetic products – face and hair;  
Translation EN>PT of commercial document about a chronograph;  
Translation EN>PT of a construction manual machine;  
Translation EN>PT of IT documents for a Master's Project;  
Translation EN>PT of a list of terms to publish in magazines and newspapers;  
Translation EN>PT of cars manuals;  
Translation EN>PT of a tourism site about a Nordic country;  
Translation EN>PT of veterinarian information about a disease;  
Translation EN>PT of safety instructions;  
Translation EN>PT of clinic analysis information;  
Translation EN>PT of a quality questionnaire;  
Translation EN>PT of a phonebook;  
Translation EN>PT of a instructions manual of a photo machine;  
Translation EN>PT of ring tones;  
Translation EN>PT of mottos accessories;  
Translation EN>PT of cars accessories;  
Translation EN>PT of a letter about photo machines batteries;  
Translation EN>PT about a hairdresser information;  
Translation EN>PT truck's instructions manual;  
Translation EN>PT TV, DVD, RADIO instructions manual;  
Translation EN>PT about insurance information's to the web site;  
Translation/Adaptation & Proofreading EN>PT of a child game;  
Proofreading/Re-writing PT>ENG of a commercial letter;  
Proofreading/Re-writing PT>ENG of a presentation of a new product;  
Translation FR>PT of machine instruction manual;  
Translation FR>PT of a commercial document about a clock;  
Translation FR>PT of scientific document about the skin and Silk;  
Translation FR>PT about a insurance information;  
Translation FR>PT about PC's accessories;  
Translation PT>FR of Letter of birth;  
TM Creation / WinAllign FR>PT – aligning texts to create translation memories;  
Transcriptions PT>PT of court audiences;  
Proofreading PT>PT of many business plans;