



## Inaiá Centeio

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**Date of birth:** 10/08/1989 | **Nationality:** Brazilian | [inaiapmoraes@gmail.com](mailto:inaiapmoraes@gmail.com) |

live:inaiamoraes | Portugal

### About me:

I have been working as a transcriptionist for more than three years. I have experience with Brazilian and European Portuguese, as well Portuguese from PALOP countries, and in a broad range of subjects like rural business, nutrition, cooking, telemarketing, education, law, nursing, computing, mathematics, Portuguese, and others. In addition, I have a Law Degree and experience in the juridical and administrative fields.

## WORK EXPERIENCE

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17/04/2013 – 02/09/2014 – Rondonópolis, Brazil

### INTERN – PROCON

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- Client service;
- Claims registry;
- Conciliation hearings;
- Administrative process analysis.

**Address** Rondonópolis, Brazil

03/09/2014 – 30/12/2014 – Rondonópolis, Brazil

### INTERN – TOWN'S ATTORNEY GENERAL'S OFFICE

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- Legal advice;
- Administrative decisions;
- Administrative processes.

**Address** Rondonópolis, Brazil

02/04/2016 – 30/08/2018 – Rondonópolis, Brazil

### ASSISTANT – CIVIL, LABOR AND SOCIAL SECURITY LAW OFFICE

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- Customer service;
- Financial organization;
- Agenda organization;
- Document and process organization;
- Initial petitions;
- Initials;
- Disputes;
- Impugnation;
- Memorials;
- Counterarguments;
- Appeals.

**Address** Rondonópolis, Brazil

24/07/2019 – 19/08/2022 – Brazil

### FREELANCE TRANSCRIBER – GG EDUCACIONAL LTDA

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- Transcripts of educational videos for public tenders;

- Summaries;
- Reviews.

07/02/2022 – CURRENT

**FREELANCE TRANSCRIBER – DEEPGRAM**

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- European and Brazilian Portuguese audio transcriptions of many formats: journalism, interviews, podcasts, etc.

01/01/2020 – 03/01/2022

**FREELANCE TRANSCRIBER – GOTRANSCRIPT**

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- European and Brazilian Portuguese audio transcription of many formats: rural business, culinary, academic, interviews, health, etc.

2020 – 2021

**FREELANCE TRANSCRIBER – KNOCKHUNDRED TRANSLATIONS**

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- European and Brazilian Portuguese audio transcription of meetings and interviews.

2020 – 2021

**FREELANCE TRANSCRIBER – AUDIOTEXT**

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- Brazilian Portuguese audio transcription of interviews.

2019 – 2021

**FREELANCE TRANSCRIBER – TRANSCRIBEME**

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- European Portuguese audio transcription of interviews.

2019 – 2020

**FREELANCE TRANSCRIBER – IARA HEALTH**

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- European Portuguese audio transcription of medical.

12/2018 – 01/2019

**FREELANCE TRANSCRIBER – CAPITAL TYPING**

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- Brazilian Portuguese audio transcription of telemarketing calls.

22/04/2021 – 07/07/2021

**FREELANCE TRANSCRIBER – COGNEGICA/SCIENCE BIOGENETICS**

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- Brazilian Portuguese audio transcription of telemarketing' call.

19/01/2022 – 11/03/2022

**FREELANCE TRANSCRIBER – MYDATA**

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- European and Brazilian Portuguese audio transcription in several areas.

07/2022 – 08/2022

## FREELANCE TRANSCRIBER – FUTURETRANS

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- Portuguese audio transcription of podcast.

08/2022 – 09/2022

## FREELANCE TRANSCRIBER – ISOFTSTONE

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- Brazilian Portuguese audio transcription.

## ● EDUCATION AND TRAINING

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01/2010 – 11/2014

### BACHELOR OF LAW – Cuiabá University

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## ● LANGUAGE SKILLS

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Mother tongue(s): **PORTUGUESE**

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
<b>ENGLISH</b>	A1	A2	A1	A1	A1

*Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user*

## ● DIGITAL SKILLS

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### My Digital Skills

Microsoft Office Word | Gmail | Microsoft Windows | Microsoft Office | Google Drive | Google Docs | Slack | Independent User | Infinity Footpedal

## ● WORK SKILLS

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### Data Collection

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- Online research and data collection on UpWork and Workana platforms.