



# Danielle Cezário Santana de Melo

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## PROFESSIONAL SUMMARY

Professionally, I currently work with administrative routines in a Public Institution here in Brazil. My writing and communication skills have always been very useful in this field. However, the Language learning and Translation, has always been my academic focus and main professional goal. During my academic period at UFMG, I developed an excellent client list translating articles and all kinds of written material, from various fields, mainly those related to social studies, management and leadership, and human behavior, from the English to Portuguese Languages. Since then, I continue working with translations and I am always looking for demands and opportunities as a professional English-Portuguese translator, working in several technical areas, in addition to literary translation. I am very creative, studious and detail-oriented; committed to deadlines and an attentive and critical reviewer of my own work. I have very flexible working hours and I always dedicate myself to the maximum to deliver a high quality work to my client.



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## EXPERIENCE

### **MAY 2009 – until now**

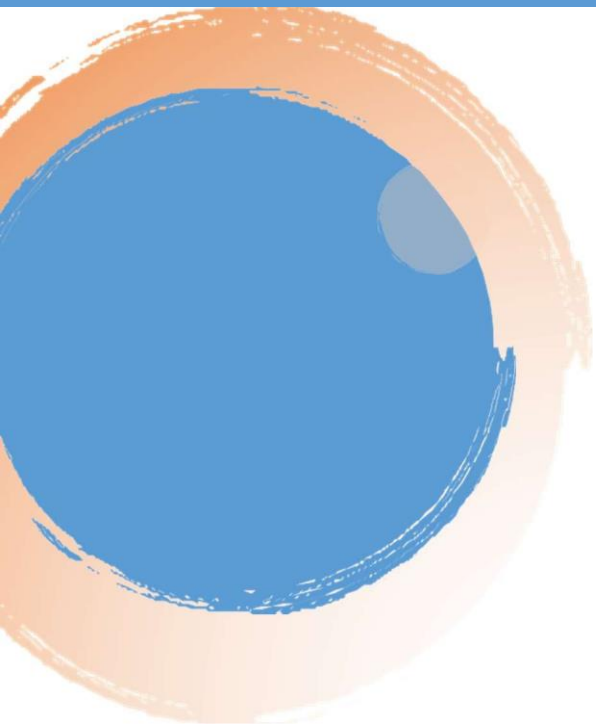
Remotely working as freelancer carrying out activities in the field of Translation (English – Portuguese)

### **MAY 2008 – until now**

Administrative assistant / Administrative advisor /  
Administrative manager

• FUNDAÇÃO HOSPITALAR DO ESTADO DE MINAS  
GERAIS HOSPITAL GALBA VELLOSO





**MAY 2007 – May 2008**

Administrative assistant

• HOSPITAL DA BALEIA

**APRIL 2002 – APRIL 2004**

Administrative assistant

• LABORATÓRIO HERMES PARDINI

### EDUCATION

**2016 – 2022**

**Universidade Federal de Minas Gerais**

Bachelor of Language and Literature with Emphasis in Translation Studies

**2022 - 2024**

**Uninter**

Bachelor of Language and Literature

### LANGUAGES

Portuguese - Native

English - Advanced

Italian – Basic

Spanish – Basic

