

Daniela Coentrão

English and Spanish (ES) to European Portuguese

Translation | Proofreading | Transcription | Machine Translation Post-Editing

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Professional Profiles

[LinkedIn](#) | [ProZ](#)

Education

Degree in Administrative Assistance and Translation

Porto Accounting and Business School

Sept. 2018 – Jul. 2021

Translators' Associations

APTRAD, Portugal (2021/2022)

Main Areas of Expertise

- **Technical** (instruction manuals for household appliances and electronic products)
- **Social sciences** (psychology and sociology related content)
- **Business** (HR, contracts, newsletter, internal/external communication, reports)
- **E/B Learning & Education** (courses/training/classes in areas such as mental health, psychology, math, wellness, and others)
- **Health** (manuals and content on mental health, psychology, psychosis, schizophrenia, and well-being)
- **Others** (I am interested in other areas such as hospitality, literature, culture, fashion, cosmetics, and sports, for example)

Experience

Freelance Translator since Dec 2020 - Present

- Translation and proofreading of washing instructions (EN>PT; 700 words); Apr. 2023
- Translation of make-up catalogs (EN>PT; 550 words); Apr. 2023
- Translation of documents on Oil and Gas industry (EN>PT; 4500 words); Apr. 2023
- Translation of make-up catalogs (EN>PT; 2000 words); Apr. 2023
- Proofreading of a survey on job satisfaction (EN>PT; 1150 words); Apr. 2023
- Proofreading of part of an instruction manual on a medical device (EN>PT; 500 words); Apr. 2023
- Proofreading of a recipe (EN>PT; 300 words); Apr. 2023
- Translation of a system on Privileged Access Management (EN>PT; 7000 words); Apr. 2023
- Proofreading of a juice label (EN>PT; 500 words); Apr. 2023
- Translation of math manuals (EN>PT; 145 816 characters); Apr. 2023
- Translation of a survey on cybersecurity (EN>PT; 400 words); Mar. 2023
- Translation of a teaching platform (EN>PT; 4256 words); Mar. 2023
- Translation of a presentation of a brand (EN>PT; 400 words); Mar. 2023
- Translation of math manuals (EN>PT; 328 394 characters); Mar. 2023
- Proofreading of a cosmetic product (EN>PT; 600 words); Mar. 2023
- Proofreading of menus for an international hotel chain (ES>PT; 5000 dishes); Mar. 2023
- Translation of EU-related material (EN>PT; 600 words); Mar. 2023
- Proofreading of a political speech (EN>PT; 500 words); Mar. 2023
- Translation of an instruction manual for a coffee machine (EN>PT; 6500 words); Mar. 2023
- Translation of math manuals (EN>PT; 100 000 characters); Feb. 2023
- Translation of EU content related to social indicators (EN>PT; 300 words); Feb. 2023
- Proofreading of a newsletter on travelling (EN>PT; 500 words); Feb. 2023

- Translation of a presentation of a brand (EN>PT; 500 words); Jan. 2023
- Proofreading of a safety instruction leaflet for factory workers (EN>PT; 500 words); Jan. 2023
- Translation of an instruction manual for an electronic product (EN>PT; 16 500 words); Jan. 2023
- Translation of marketing presentations for a master's degree (ES>PT; 15 000 words); Nov. 2022
- Proofreading of a juice label (EN>PT; 500 words); Nov. 2022
- Translation of various marketing materials for a master's degree (ES>PT; 22 800 words); Oct. 2022
- Translation of a juice label (EN>PT; 120 words); Oct. 2022
- MTPE on documents related to working conditions in agriculture and cattle-raising (PT>EN; 30 500 words); Sept. 2022
- Translation of a drink label (EN>PT; 100 words); Aug. 2022
- Translation of a survey on social difficulties (EN>PT; 1900 words); Aug. 2022
- Translation of several documents in the Oil and Gas Industry (EN>PT; 29 000 words); Aug. 2022
- Translation on manufacturers of drive technology (EN>PT; 500 words); July 2022
- Translation of policy and decision-making documents and guidelines (EN>PT; 8000 words); July 2022
- Proofreading of a flyer on mental health (PT; 250 words); July 2022
- Proofreading of transcription on Lisbon (EN>PT; 400 words); June 2022
- Translation of several documents in the Oil and Gas Industry (EN>PT; 5 500 words); June 2022
- Translation of instructions of a glass cutting tool (EN>PT; 500 words); June 2022
- MTPE on several documents regarding Oil and Gas Industry (EN>PT; 10 000 words); June 2022
- Translation of a report/plan on the social situation of a child (EN>PT; 2400 words); May 2022
- Translation of a manual of instruction about flooring (EN>PT; 1100 words); May 2022
- Translation of several documents in the Oil and Gas Industry (EN>PT; 26 500 words); May 2022
- Transcription of an interview on humanitarian aid in Ukraine (PT-PT; 17 minutes); Apr. 2022

- Transcription of an interview on electronic tools (PT>PT; 21 minutes); Apr. 2022
- Translation of a residential rental agreement (EN>PT; 6500 words); Apr. 2022
- Translation of instructions for air passengers (EN>PT; 1000 words); Apr. 2022
- Proofreading of an article for a newsletter (EN>PT; 150 words); Apr. 2022
- Proofreading of documents on gardening machines (EN>PT; 6000 words); Apr. 2022
- Translation of a website on Interventional Radiology (PT>EN; 11 000 words); Mar. 2022
- Translation on the composition of a drink (EN>PT; 110 words); Mar. 2022
- Translation of a manual on diagnostic tests in the psychology field (EN>PT; 8000 words); Feb. 2022
- Translation of a manual of instruction about flooring (EN>PT; 2400 words); Feb. 2022
- Translation of a hygiene product (EN>PT; 200 words); Jan. 2022
- Translation of a newsletter about international services (EN>PT; 1800 words), Jan. 2022
- Translation of a document on personal information (EN>PT; 1000 words), Jan. 2022
- Translation of a survey on behavior analysis (EN>PT; 16 000 words), Jan. 2022
- Translation of a manual on a behavior analysis method (EN>PT; 11 000 words), Dec. 2021
- Transcription of a workshop (PT; 95 minutes), Dec. 2021
- Translation of material about a hygiene product (EN>PT; 300 words), Dec. 2021
- Translation of a cookie and privacy policy (EN>PT; 12 000 words), Dec. 2021
- Translation of a review/script of a vehicle (EN>PT; 3 300 words), Dec. 2021
- Transcription of several modules of a training/education course (PT; 4 hours), Nov. 2021
- Translation of an article related to technical equipment (EN>PT; 800 words), Nov. 2021
- Translation of a manual of instructions (technical) (EN>PT; 2500 words), Nov. 2021
- Translation of marketing content on industrial engineering (EN>PT; 650 words), Oct. 2021

- Translation of a masterclass script on financial management (EN>PT; 1000 words), Oc. 2021
- [DIA MUNDIAL DA SAÚDE MENTAL](#) (518 words, proofreading), Oct. 2021
- [WORLD MENTAL HEALTH DAY](#) (500 words), Oct. 2021
- [DIA INTERNACIONAL DA TRADUÇÃO](#) (442 words, proofreading), Sept. 2021
- [INTERNATIONAL TRANSLATION DAY](#) (400 words), Sept. 2021
- [COMEBACK DO ROCK](#) (658 words, proofreading), Aug. 2021
- [THE COMEBACK OF ROCK](#) (700 words), Aug. 2021
- [POSSIBILITY OF A CONSTITUTIONAL MONARCHY IN PORTUGAL](#) (700 words), Aug. 2021
- Transcription of a workshop (2h30m), Aug. 2021
- [YOU CAN'T SLEEP WELL? SOME NATURAL TIPS THAT WILL HELP YOU HAVE A BEAUTY SLEEP!](#) (750 words), Jul. 2021
- [TIPS TO HAVE A GOOD SPORTS ROUTINE AT HOME](#) (800 words), Jul. 2021
- [INTERNATIONAL DAY FOR THE ELIMINATION OF SEXUAL VIOLENCE IN CONFLICT](#) (500 words), Jun. 2021
- [LOOK AND FIT AT HOME](#) (550 words), Jun. 2021
- [HOW TO CLEAN THE COVID LABEL ON NEWLY GRADUATED](#) (1200 words), May 2021
- [THREE SPOTIFY PLAYLISTS TO KEEP YOU COMPANY WHILE STUDYING](#) (350 words), Apr. 2020
- Proofreading of a report on mental health (PT; 53.500 words), May 2021
- Translation of a report on mental health (PT; 52.000 words), Feb./Mar. 2021
- Translation of a European project in the health area (EN>PT; 50.000 words), Jan./Feb. 2021
- Translation of academic/technical-scientific documents in the health area (PT>EN; 11.500 words), Dec. 2020
- Translation of documents in the environmental area (EN>PT; 650 words); Aug. 2020
- Proofreading of documents in the environmental area (PT; 2500 words); Aug. 2020
- Translation of documents in the education area (EN>PT; 1800 words); Aug. 2020

Certification

SDL Post-Editing

Feb. 2021

CAT Tools

SDL Trados Studio 2021 | MemoQ/Memsource (according to the client's license) | SmartCat | OmegaT | MateCat | XTM

Other Software

Windows 10 | Microsoft 365 | Kaspersky Antivirus

References

Available upon request.

Payment Methods

Bank transfer | PayPal | Wise

Webinar | Conferences | Workshops

- Control de Calidad con Xbench para Traductores (Jan. 2023, Juan Macarlupu)
- Working successfully with LSPs: all you need to know (Abr. 2022, Autónoma Academy)
- Translation of technical documents at the European Commission (Mar. 2022, ISCAP, Oficina de Tradução)
- Relevance and requirements of technical writing for translation (Mar. 2022, ISCAP, Oficina de Tradução)
- Integrating machine translation into the workflow of the European Commission's Directorate-General for Translation (Mar. 2022, ISCAP, Oficina de Tradução)
- LinkedIn for translators – first step to build a champion profile (Mar. 2022, Autónoma Academy)

- Course on Technical Translation (3h) (Mar. 2022, Sónia Tavares)
- Learn to learn: Necessary skills to a successful future (Feb. 2022, Autónoma Academy)
- Vendor Manager – is there anybody out there? (Feb. 2022, Autónoma Academy)
- The Ins and Outs of Game Localization? (Feb. 2022, Autónoma Academy)
- Zingword's Launch Event for Translators (Dec. 2021, Zingword)
- Perspectives on Translation Quality (Dec. 2021, Autónoma Academy)
- Translation of SEO and SEA Related Content (Dec. 2021, TranslaStars)
- Operations and numbers for translators (Nov. 2021, Autónoma Academy)
- Translator Education: Past, Present, and perhaps Future... From instructionism to constructivism and on to emergence (Nov. 2021, Autónoma Academy)
- The art of proofreading (Nov. 2021, APTRAD)
- Workshop “Basic Medical Terminology” (3 hours) (Sept. 2021, AcademiaTRES)
- Participant in the Technical-Scientific Translation Award of the Master in Specialized Translation and Interpretation (Sept. 2021, ISCAP)
- From Audiovisual Translation to Cultural Access: New Avenues for Old Worlds (Set. 2021, APTRAD’S 1ST INTERNATIONAL AUDIOVISUAL TRANSLATION CONFERENCE)
- Interlingual Respeaking: Where Accessibility Meets Translation (Set. 2021, APTRAD’S 1ST INTERNATIONAL AUDIOVISUAL TRANSLATION CONFERENCE)
- Audiovisual translation in pharma and healthcare (Set. 2021, APTRAD’S 1ST INTERNATIONAL AUDIOVISUAL TRANSLATION CONFERENCE)
- The client is a partner... not an enemy! (Ago. 2021, APTRAD)
- Let’s Talk About Capturing the Patient’s Voice in Translation (Aug. 2021, Multilingual)
- What can machines do for me? (Aug. 2021, Macarlupu)
- Master Class: Professional Orientation for Translators (Aug. 2021, CLUTRAD – Translators & Interpreters)
- Introduction to OmegaT (Jul. 2021, Tradutores Iniciantes com Medo de Perguntar)
- Translate about neuroscience (Jun. 2021, Juan Macarlupu)
- Chronicles of Administrative Assistance and Translation (May 2021, ISCAP)
- Sector check-up: a debate on medical translation with RWS (Apr. 2021, Tradusa)

- Proofreading and Copywriting for Translator: Tips, Tools and Techniques (Abr. 2021, Chartered Institute of Linguists)
- The importance of an association in the translation world (May 2021, Chronicles of Administrative Assistance and Translation)
- Importance of Mentoring and CPD for translators (May 2021, Chronicles of Administrative Assistance and Translation)
- Digital communication: content production (May 2021, Chronicles of Administrative Assistance and Translation)
- The importance of CPD for the translator's career (Mar. 2021, APTRAD)
- How to research on the internet (Mar. 2021, Tradutores Iniciantes com Medo de Perguntar)
- The translator's eyes health (Mar. 2021, Tradutores Iniciantes com Medo de Perguntar)
- Medical translation in 2021: 10 other particularly difficult terms to translate (Mar. 2021, Juan Macarlupu)
- The Literary Translation market (Feb. 2021, Autónoma Academy)
- 15 misleading technical translation terms (Feb. 2021, Juan Macarlupu)
- Terminological choices in the medical area (Feb. 2021, Tradusa)
- The use of commas in social networks (Feb. 2021, Mestre da Revisão)
- Living from Proofreading (Feb. 2021, Mestre da Revisão)
- Means and content. Introduction to journalistic translation (Dec. 2020, Juan Macarlupu)
- Audio description: Coloring the World (Nov. 2020, APTRAD)
- The Audiovisual Translation during the Pandemic (Oct. 2020, APTRAD)
- The abbreviations in medical translation (Oct. 2020, APTRAD)
- Backtranslation: From History to Practice (Oct. 2020, APTRAD)
- Google searches, how and why (Oct. 2020, APTRAD)
- Clear Language: What is it and how to use it? (Oct. 2020, APTRAD)
- Combine cloud and desktop working with SDL Trados Live and SDL Trados Studio 2021 (Oct. 2020, SDL Trados)
- Medical translation: paths and challenges (Sept. 2020, Autónoma Academy)
- Debate: the translation's market in the XXI century. Prices: accept, decline, or negotiate? (Sept. 2020, Autónoma Academy)

- How to redirect your career within the translation segment? (Sept. 2020, APTRAD)
- Dos and don'ts with direct clients! (Sept. 2020, APTRAD)
- Spanish traps: is it possible to get rid of them? (Sept. 2020, Tradusa)
- Principles of audio description and accessibility for translators and interpreters (Sept. 2020, Autónoma Academy)
- Applied Grammar (Sept. 2020, Equipe Revisão)
- Word for Proofreading and Layout (Sept. 2020, Mestre da Revisão)
- Online Marketing for Translators and Interpreters – How to Transform Your Website and Online Presence into Client-Generating Machines (May 2020, APTRAD)
- Dubbing and Subtitling: if the original is the same, why use different translations? (May 2020, APTRAD)
- After the Pandemic: what to expect from the market and what does the market expect from us (May 2020, APTRAD)
- Keep It Short and Simple: Introductory Webinar on Simplified Technical English (May 2020, APTRAD)
- Know clients (Apr. 2020, APTRAD)
- Medical translation (Apr. 2020, APTRAD)
- Rituals 5.0 for highly resilient Translators and Interpreters (Apr. 2020, APTRAD)
- Remote Interpretation - What challenges? (Apr. 2020, APTRAD)
- Transcreation 101 (Apr. 2020, APTRAD)
- Chronicles of Administrative Assistance and Translation (May 2019, ISCAP)