

PAVANA SIUFI QUEVEDO
TRANSLATOR (ENGLISH-PORTUGUESE-BR / SPANISH-PORTUGUESE-BR)



CONTACT INFORMATION

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EDUCATIONAL BACKGROUND

Complete high school, concluded in 1988 at Escola de 1º e 2º Graus Álvares de Azevedo – Brazil

OTHER COURSES

Online English Course by EnglishLive from 2016 to 2019

Excel Online Course by Luchezzi Trainings from June / 2019 to January / 2020

Mentorship “Viver de Tradução” (technical translation training, CAT Tools, best translation practices) from June to August / 2022.

SKILLS

Proficient in reading English and Spanish languages.

Dedicated, committed and detail-oriented translator, with knowledge in CAT tools (Memoq and SDL Trados).

Language pairs: English-Portuguese (Br) / Spanish-Portuguese (Br)

Native language: Portuguese (Br)

Quotes:

U\$0.04 – 0.05 per source word - \$20.00 per hour

BRL 0.06 - 0.12 per source word - BRL 45.00 per hour

Daily output: 1000 words

PROFESSIONAL BACKGROUND

- Experience as administrative assistant for 19 years at a representation office located in Brazil of a North American company, manufacturer of headphones;
- Some proofreading and translation works into Portuguese for brochures, user guides, and lists of raw materials of the company products, as part of my job at the company mentioned above, in addition to:
- Daily routine of sending and receiving emails in English and communications by telephone in English (weekly) and in Spanish (sporadically) with employees from the headquarters in the USA and from the factory in Mexico;
- Translations (English-Portuguese and Spanish-Portuguese) as training of mentorship “Viver de Tradução”, also participating in simulated community students’ projects on Facebook in the following areas:
 - Marketing
 - Computing
 - Sustainability
 - Financial Market
 - Legal
 - Psychology
- Voluntary translations for the Global Voices website (an international, multilingual, and mainly voluntary community of writers, translators, academics, and human rights activists) of several current articles translated into Portuguese (from English and Spanish);
- Voluntary translation from English into Portuguese of a 31-page personal development e-book.

EXPERIENCES IN OTHER AREAS

§ Administrative Assistant (from 1999 to 2019)

Company: PLANTRONICS TELECOMUNICAÇÕES LTDA (A North American company, leader and pioneer in headsets market with representation office located in Brazil)

Duties: Responsible for the Order Management Representative sector in which I received and processed the company's orders, managed billing and delivery, served the distributors and customers' needs, after-sales, and warranty exchange processes, monitored and supported import processes by providing information and documentation, among others administrative tasks.

§ Receptionist and Office Assistant (from 1995 to 1998)

Company: O. RIBEIRO ASSESSORIA JURÍDICA S/C (Attorney's office)

Duties: Receptionist, general office services, organization and filing of documents, launch and update of legal processes in the system, among other tasks.