

Cecília Alves

ENGLISH AND SPANISH INTO BRAZILIAN PORTUGUESE
TRANSLATOR AND EDITOR

ABOUT ME

I am an English and Spanish into Brazilian Portuguese freelance translator and editor specialized in IT, Marketing, HR, Telecom and Medicine (medical devices) since 2011. I also work in the Travel & Tourism and Printing/Publishing fields, and I have a special interest in working in the International Politics area and with Transcreation. I work full time, including on weekends. My daily capacity is 2,5k-3k translated words and 3k-3,5k edited words. Proactivity, teamwork, responsiveness and great research capacity are my main professional skills.

EDUCATION

2012 - 2013 — Spanish >Brazilian Portuguese Online Translators Course at Curso Abierto Idiomas e Traduções (Rio de Janeiro, Brazil)

2009 - 2010 — English >Brazilian Portuguese Translators Course at Centro de Ensino Brasillis (Rio de Janeiro, Brazil)

2005 - 2008 — B.A. in International Relations at Universidade Candido Mendes (Rio de Janeiro, Brazil)

1999 - 2001 — B.A. in Languages (Portuguese-English) with a Teaching Degree at Universidade Veiga de Almeida (Rio de Janeiro, Brazil)

PERSONAL INFORMATION

Full name: Maria Cecília Alves dos Santos

Date of birth: July 15th, 1979

Place of birth: Rio de Janeiro, Brazil

Address: Av. Provincias Unidas 1150B Depto 2
Rosario - Santa Fe - Argentina - CP 2000 (GMT-3)

Mobile: +54-9-341-2697611

Email: mcecilia.alves@gmail.com / ceciliaalves@yahoo.com.br

Websites: [LinkedIn](#) | [ProZ.com](#)

CONTINUING PROFESSIONAL DEVELOPMENT (CPD)

2024

- Webinar: Introduction to transcreation - basic approach, tools and requirements (ProZ.com)
- Webinar: What's Your Angle? Transcreation as a Specialisation (ProZ.com)
- Introduction to Machine Translation and Post-Editing Course (Translators Without Borders)
- Workshop: Mastering commercials and ads: The art of localization and transcreation (ProZ.com)

2023

- Machine Translation Post-Editing Course (RWS)

2014 - 2015

- Course: Questões Gramaticais - Para Bem Escrever na Língua Portuguesa (online) - Professor Carlos Nogueé
- Webinar: Translation in Travel & Tourism: Is it really that simple? (ProZ.com)

2013

- Webinar: Terminology for Medicine & HR - Level 1 (ProZ.com)

2012

- Course: Taller a distancia de traducción de textos desde el español al portugués (AATI)
- Webinar: Software translation and localization for translators (ProZ.com)

2011

- Webinar: Iniciación a la traducción médica (ProZ.com)

2011 - current

- Various ProZ.com virtual events attended

LANGUAGES

- Portuguese: native proficiency level
- English: proficiency level. University of Michigan Certificate of Proficiency in English (CPE)
- Spanish: proficiency level. Certificate of Instituto Cervantes (Rio de Janeiro, Brazil) / Certificate of Master Idiomas (Rosario, Argentina) / Diploma de Español como Lengua Extranjera (DELE) – B2 (Nivel Intermedio)

SOFTWARE / CAT TOOLS

- Windows 11
- Microsoft Office 2016
- Adobe Acrobat
- Trados Studio 2022 (own license)
- memoQ Translator Pro 9.8 (own license)
- Phrase Desktop Editor
- XTM Cloud
- ApSIC Xbench 2.9
- Plunet BusinessManager

WORK EXPERIENCE

May 2013 - current

EC Innovations (China): EN>PT-BR translations and editings in IT, Telecom, Marketing and Education.

December 2013 - current

RWS Group - Life Sciences (Czech Republic): EN>PT-BR translations and editings in Medicine (medical devices/software) and HR/Business (training and corporate materials).

May 2016 - current

Wilkins c.s./Powerling (Belgium/France): EN>PT-BR translations in Medicine (medical devices/software), Printing/Publishing (printing equipments) and Education/HR (e-learning/training platform).

March 2017 - current

DAT France (France): EN>PT-BR translations in Medicine (medical devices/software).

A FEW FORMER CLIENTS

July 2011 - June 2016

Ocean Translations (Argentina): EN>PT-BR translations and editings in IT, Telecom and Marketing.

September 2011 - June 2018

Clear Words Translations (Argentina): EN>PT-BR translations and editings in Medicine (general, medical devices/software) and HR (training materials and SOPs).

April 2012 - June 2018

Verizia - Top Translations (Argentina): EN/ES>PT-BR translations in Management/HR, Travel & Tourism, Fashion & Clothing and Industrial/Electrical Engineering (elevators/air conditioners).

May 2012 - May 2020

TiMe Translations & Training (Argentina): EN/ES>PT-BR translations and editings in IT, Telecom, Marketing and Medicine (medical devices).

November 2013 - January 2021

Aspena (Czech Republic): EN>PT-BR translations and editings in IT and Marketing.

August 2020 - June 2023

Latinlingua (Argentina/USA): EN>PT-BR translations in Security (control/surveillance solutions) and Industrial Technologies (mobile computers and scanners).

VOLUNTEER WORK

July-September 2020

Translation Commons (USA): EN>PT-BR translations in Medicine (COVID-19 and PPE).

February 2024 - current

Translators Without Borders (USA): EN>PT-BR translations in Healthcare, Environment and Linguistics.