

CURRICULUM VITAE

PERSONAL INFORMATION

CLARISSA BENAZZI GUZZO BAO
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42 years old
Married
Brazilian

SUMMARY

Technical translation from English into Portuguese and Portuguese into English of all fields, particularly life sciences, business, learning/teaching, environment and IT. Ten-year experience working for agencies and direct clients.

EDUCATION

- Translation English-Portuguese/Portuguese-English (postgraduate degree) - UGF Universidade Gama Filho - RJ 2012.
- Teaching & Learning of Foreign Languages (postgraduate degree) - UPF Universidade de Passo Fundo RS 2008;
- Bilingual Executive Secretary (Bachelor's Degree) - UCS Universidade de Caxias do Sul RS 2006;

PROFESSIONAL EXPERIENCE

2012 – Current **Translator PT-BR-ENG/ENG-PT-BR/ESP-PT**

Extensive experience in technical translation, localization, editing and post-editing in English < > Portuguese_BR of several kinds of documents, in different fields, such as healthcare/life science, particularly clinical trials, medical device and software manuals, user guides, and medical correspondence; business, e-learning, environmental field (manuals/guidelines/directives); law (contracts); articles/catalogues in the IT field; certificates, school records; pharmacy and nutrition fields, food & beverage; marketing (campaigns, flyers, etc.), and more.

2012 – 2018 UNA – Escola de Idiomas (Language School)

English teacher (all levels)

2001 – 2012 WIZARD - Escola de Idiomas (Language School)

English teacher (all levels)

2009 – 2011 Colégio Nossa Senhora Aparecida (Regular School)
English teacher – Elementary school

1999 – 2007 Borrachas Vipal S/A
Administrative Assistant

In the following departments: HR (1999 to 2001), Board of Directors Bilingual Secretary (2001 to 2003), Export department (2003 to 2005), and Controllership (2005 to 2007).

ADDITIONAL INFORMATION

Translation/version of:

- Clinical trial protocols, medical device and software manuals, user guides, medical correspondence, manuals on public health, labelling, and pharmaceutical inserts;
- Documents in the **business** field (Policies, Codes of Conduct, letters, business reports, etc.)
- Installation manuals
- Technical Brochures
- Documents in learning/e-learning/teaching platforms
- Documents in the field of **IT**
- Documents in the field of **environment**: chemicals, test reports, operating licenses, agriculture
- Websites/articles/advertising in the **tourism** field (menus, tourist guides for parks, hotels, brochures, photo descriptions, etc.)
- Marketing** campaigns/catalogues/advertising
- Law** documents/contracts
- Certificates/School records
- Translation of master thesis in **Chemistry** (Portuguese into English)
- Translation of college abstracts and academic articles in fields such as health, business, pharmacy, dentistry, nutrition, chemistry, history, geography and law.
- Translation of texts, brochures, articles, directives, etc. for agencies and direct clients
- Five years translating technical documents for a **poultry meat packing plant** (Factory Self-Inspection Programs). Translation of documents for export purposes.

Use of cat tools: Trados Studio 2019 (own license), GlobalLink, Memsource, MemoQ, WordBee (projects sent by the clients).

QUALIFICATIONS AND PROFESSIONAL RELATED ACTIVITIES

- Curso Livre de Tradução Médica EN<>PT (Free Medical Translation Course EN<>PT) – Tradusa – 4 hours/week - Ongoing
- Legal English class for translators and interpreters - 2 hours - Descomplicando o inglês jurídico - 07/13/2020
- Symposium on Legal Translation DIRECTI 2019 – 12 hours
- Profissão Tradutor para Dublagem (Profession Translator for Dubbing) Course – Sociedade Brasileira de Dublagem (Brazilian Dubbing Association) – 2018
- High Advanced English course 120 hours (Intrax Institution, Vancouver, Canada, 2008)
- First and Upper Proficiency English course (Wizard, 400 hours, 2005)
- Preliminary English Test (PET) Cambridge University 1998
- English course (Window Idiomas 180 hours 1995) English course (Window Idiomas 270 hours 1993)

REFERENCES

Camila Paduan – Translator English/Spanish/Portuguese
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