

Carolina Martin

41 years – Divorced – No children

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Email: cmmartin.translator@gmail.com

Purpose: Freelance Translator - International Education Advisor / College Counselor
- Bilingual Secretary

Professional Skills

- Translation and Version of texts (English/Portuguese – Portuguese/English)
- International Educational Guidance / School Counselor
- Bilingual Desk Reception
- Planning and Administrative Billing

Education

- FACAMP - Faculdades de Campinas – Graduation in International Counseling Coordination – ongoing
- Universidade Nove de Julho – Undergraduation in Translator and Interpreter - completed on Dec/2011
- Faculdades Integradas Rio Branco - Undergraduation in Social Communication - Radio and TV completed on Dec/2004

Languages

- Portuguese (Native)
- English (Fluent – C2 level certified)
- Spanish (Intermediate)

Professional Experiences

- **Kairós Traduções (MEI): 2012 - current – Freelance Translator. Activities:** Translation and version of simple and sworn technical texts in English<>Portuguese for translation agencies and direct work for national and multinational companies.
- **Colégio Integrado Objetivo Paulista: 2018 – current - College Counselor. Activities:** Guidance for students applying to study abroad. Assistance with the entire process and documentation, organization of fairs, workshops, lectures and events between students and officers of Universities abroad, representation of the school at national and international conferences and events, visits to Universities. Member of the International ACAC since 2018.
- **Nofe Idiomas: 2017-2018 – English Teacher. Activities:** English classes for young people and adults between 13 and 65 years old (Basic, Intermediate and Advanced levels).
- **Corporação Porto Seguro – Itaú Seguros de Auto e Residência: 2015-2018 – Claims Service IV. Activities:** Assistance to policyholders and brokers to open and follow up claim processes.

- **Opportunity Translations: 2013 - Translator** - Translation, version and proofreading of technical texts in English<>Portuguese.
- **Zalkers Traduções: 2009-2013 - Translator/Proofreader:** - Translation and version of English<>Portuguese texts for companies such as Volkswagen, Bayer, Hussein, among others.
- **Clean Work: for Tata Consultancy Services: 2008-2009 - Bilingual Receptionist. – Activities:** - Bilingual attendance, via telephone or in person, PABX, badge control, correspondence, mail, courier (via apportionment). Translation of texts in English.
- **Cadmus Consultoria - for Hewlett-Packard Brasil – 2004-2008 - Ombudsman Analyst: - Activities:** - Process analysis, proposition and implementation of solutions for critical cases.

Extracurriculars

- Times Higher Education - Counseling Accreditation Program (Level 1 completed on Oct/2023 // Level 2 ongoing)
- IC3 Institute – 5th Annual IC3 Conference - International Career & College Counseling – (Online / completed on Dec/2020)
- Universidade Nove de Julho - Text Proofreading (completed on Dec/2009)