

LARA SILVA OLIVEIRA

Contacts:

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Location: Braga, Portugal

Professional Profile

Dedicated and reliable freelance translator working from English and Spanish into European Portuguese, delivering accurate and culturally appropriate translations. Skilled in handling specialised content in corporate, financial, business, legal, medical, and technical contexts, with a strong focus on clarity, consistency and quality.

Areas of Specialisation:

- Legal and business documentation
- Technical, health and safety manuals
- Financial, accounting and economic reports
- Logistics and freight-forwarding documentation
- Sales and marketing materials
- Tourism and hospitality content
- Medical and healthcare texts
- Audit, compliance, quality and ethics documentation

Education

Postgraduate Diploma in Translation – Universidade Autónoma de Lisboa (currently attending).

Bachelor's degree in Office Administration and Translation – ISCAP, Porto (Specialisation in English and Spanish).

Law Studies – Universidade Católica Portuguesa (three years completed).

Professional Experience

- **Freelance Translator (Self-employed)**

2024 – Present

Independent translation projects in legal, business, and technical fields from English and Spanish into European Portuguese.

Experience with small-scale assignments for private clients, including document translation, proofreading, and terminology adaptation.

Committed to delivering accurate, well-structured translations within agreed deadlines.

- **In-house Translator (Finance Department)**

June 2024 – Present

Translation and revision of corporate materials between English and European Portuguese, including financial reports, health and safety manuals, audit documentation, environmental and quality compliance materials.

Responsible for translating emails and other communications with international clients, ensuring accuracy, clarity and professional tone.

- **Retail and Marketing (Luxury fashion and jewellery)**

2007–2023

Store Manager / Retail Supervisor / Sales Advisor for international luxury brands such as Coach, Bimba y Lola, El Ganso and Michael Kors. Held positions ranging from Sales Advisor to Store Manager and Retail Supervisor, overseeing store operations, team management, and customer service for national and international clients, using English and Spanish on a daily basis. Additional experience in marketing and e-commerce for an independent online jewellery brand, including product descriptions, website content and social media copy in European Portuguese.

Tools and Skills

- CAT tools: Trados, memoQ
- Strong attention to detail and deadline management
- Excellent terminology research and consistency control

- Confidentiality and professional ethics in all projects

Languages

- European Portuguese – Native
- English – Near-native proficiency (C2)
- Spanish – Full professional proficiency (C1)

Working pairs:

- English → European Portuguese
- Spanish → European Portuguese