

Mayra Duarte

Native Brazilian Portuguese Translator - English (US) to Portuguese (Brazil)
Specialized in Business, Finance, Accounting, Legal, Information Technology, Education

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SUMMARY

EN-US<>PT-BR Translator with 5+ years of professional experience in language services. Native Brazilian Portuguese speaker (C2) with advanced English proficiency (C1). Successfully translated 500,000+ words across 430+ projects using CAT tools in various fields. Currently completing a graduate program in Translation and Interpretation. Holds Bachelor's degrees in Business Administration and Accounting, with a background in administrative and financial roles. Technologist student in Systems Analysis and Development. International experience in the UK.

KEY INFORMATION

SERVICES: Translation, Proofreading, Localization, Machine Translation Post-Editing (MTPE).

LANGUAGE PAIRS: English (United States) to Portuguese (Brazil), Portuguese (Brazil) to English (United States).

DAILY OUTPUT: 3,000 words.

CAT TOOLS: Trados, Smartcat, MemoQ, Memsource, Matecat.

SPECIALIZATION: Business, Finance, Accounting, Legal, Information Technology (IT), Education.

Experience in translating specialized documents across multiple fields, including Business, Finance, and Tax (e.g., financial statements, tax returns, audit reports, presentations); Personal Documents (e.g., birth certificates, IDs, work permits); Education (e.g., diplomas, transcripts); Legal (e.g., agreements, power of attorney, articles of incorporation); Technical (e.g., manuals, catalogs, machine operating instructions); and Marketing (e.g., corporate announcements, blog articles, website content, news updates).

WORK EXPERIENCE

Freelance Translator | Self-Employed | 11/2024 - Present | Remote (Uberlândia, Brazil)

- Provide accurate English-to-Brazilian-Portuguese translation and proofreading services, leveraging CAT tools to enhance efficiency and consistency, helping clients and businesses engage with Brazilian audiences.

In-House Intern Translator | Nexus Traduções (Translation Agency) | 07/2024 - Present | Remote (Rio de Janeiro, Brazil)

- Translate 42,000+ words and 60+ texts and documents per month from English (US) to Portuguese (Brazil) and vice versa, primarily in business, finance, accounting, legal, and healthcare fields, ensuring precision and contextual relevance through CAT tools (Smartcat).
- Edit, proofread, and research industry-specific terminology to maintain consistency, delivering high-quality translations within deadlines.

Data Audit Analyst | Sonara (HR Startup) | 11/2023 - 02/2024 | Remote (San Francisco, United States)

- Evaluated artificial intelligence (AI) responses by analyzing and comparing them to customer data, achieving a 96.43% precision rate for job seekers' application success.
- Reviewed and edited 2,000+ monthly texts in English to improve the quality of customer information in job application forms, verifying and fact-checking all content to ensure data accuracy and integrity.

English Language Teacher | FALA Education, ProfHaus, InFlux (Language Schools) | 2019 - 2024 | Remote/In-Person (Brazil)

- Taught General and Business English to learners at all CEFR levels, using customized lesson plans to enhance communication skills in speaking, listening, reading, and writing.
- Applied the lexical approach to accelerate vocabulary acquisition, leading to a 20% improvement in language proficiency and advancing students to a higher CEFR level within 6 months.

EDUCATION

Graduate Certificate in Translation and Interpretation of English Language Texts - Universidade de Uberaba (Uniube), Uberaba, Brazil - 07/2025 (Expected).

Technologist's Degree in Systems Analysis and Development - Universidade de Uberaba (Uniube), Uberaba, Brazil - 07/2025 (Expected).

Bachelor's Degree in Accounting Sciences - Centro Universitário das Américas (FAM), São Paulo, Brazil - 12/2023.

Bachelor's Degree in Business Administration - Universidade Federal de Uberlândia (UFU), Uberlândia, Brazil - 05/2014.

ADDITIONAL INFORMATION

Languages:

- Native Brazilian Portuguese (C2).
- Advanced English (C1) - EF SET Certificate C2 Proficient English Level (2022).
- Advanced Spanish (B2) - DELE B2 (2011).

Exchange Program: Certificate of General English (Upper-Intermediate), Oxford House College School, London, England (09/2012 - 10/2012).

Technical Skills: HTML, CSS, JavaScript, Git, GitHub, WordPress, Algorithm, Microsoft Office.