



Valérie Oliveira



Freelance Translator and Proofreader
Native speaker of French and Portuguese
Fluent in English and Spanish

English / Spanish/ Portuguese / Galician > French
English / Spanish/ French / Galician > Portuguese

Rua do Carvalho, nº 45 – Semelhe
4705-344 Braga
PORTUGAL

Mobile. (+351) 965 460 741
Fax. (+351) 253 69 35 78
valerie.translations@gmail.com
MSN. valvic78@hotmail.com
Skype. vicente-valerie

SERVICES OFFERED

Translation – Proofreading – Localisation – Transformation (BR-PT) – Subtitling – Transcription into French & Portuguese

PERSONAL INFORMATION

I was born and raised in Villefranche S/Saône, France (69) in 24/05/1978.

I have a dual French-Portuguese education and culture because my parents are both Portuguese, so I early started learning Portuguese language and culture besides French. I work with 2 other freelance translators in order to guarantee the quality of my translations. All translations are proofread by 2 different translators.

SPECIALISED AREAS

Advertising/public relations – Arts and craft/painting – Biographies – Biotechnology – Business presentations – Certificates (birth, marriage, etc) – Cinema – Commercial – Correspondence – Cooking/culinary/gastronomy – Cosmetics – Computers – Economics (general) – Education – History – Psychology – Environment – Food and dairy – Health-care – Leaflets/booklets – Legal documents (general) – Literature – Marketing – Medical – Press releases – Religion/Theology – Resumes – Sociology – Sports – Surveys – Technical manuals (instruction booklets, etc.) – Textiles/clothing/fashion – Tourism and travel – Websites – Wine/oenology/viticulture.

WORK EXPERIENCE – TRANSLATION AND BUSINESS INTERPRETATION

- 2006** **Full-time Freelance Translator**
- 2004 – 2006** Commercial Assistant (Export). Translation and business interpretation for many French, Spanish and English clients (trade fairs, factory visits, price negotiation, general and technical talk) for a textile company in Braga. Besides the whole technical translation and interpretation experience acquired, I can say that I also developed and improved my skills regarding international trade and commercial contact with clients from all over the world.
- Feb. 2003** **In-house position Translator** - Associação Comercial de Braga (Chamber of Commerce of Braga) – I was responsible for the Translation Division – French, Portuguese, English and Spanish. I was responsible for the creation, development, translation, and editing of 3 technical conversation guides and tourism related material.
- To**
- Aug 2004**
- Since Jan.** **Part-time Freelance Translator:** I did many translation projects (part-time) in the following areas: CV's, marketing, tourism, gastronomy, religion, biotechnology, law, computer, reports, literature, commercial, correspondence, medical, textile, certificates, economics, health-care, and IT.
- January**
- 2002**
- Also French, Portuguese, English training courses to students.
- 2000 – 2003** I collaborated with the GAED in the preparation of texts to be printed in Braille: digitalization, correction and editing of texts to be printed in for blind or visually impaired students.
- 1999 – 2000** Volunteer Work in the University of Minho – GAED (Division for handicapped students). I gave computing support.

ACADEMIC QUALIFICATIONS

- Feb. 2003 to May 2003** Traineeship in *Associação Comercial de Braga (Chamber of Commerce)* for conclusion of the degree – with an average grade of 17. I created and developed a Conversation Guide for shoe shops in **French, Portuguese, Spanish and English**, with proofreading of University of Minho's teachers.
- 1999 – 2003** Degree in *Applied Foreign Languages*, University of Minho, Braga – Portugal, with an average grade of 15.
- 2002** Japanese Language course and culture, with an average grade of 15.
- 2001 – 2003** I have studied Russian Language at University of Minho, with an average grade of 17. (Medium Level)
- 2001** Attended a course on technical translation - law. (Dr. Jacques Pelage, Université de Rennes)

SOME EXAMPLES OF PROJECTS

- Manuals about textile machinery (cutters, etc.)
- Manuals about industrial printers
- Catalogue about Hardwood Flooring
- Marketing catalogues for software release
- Software localization (design)
- Leaflets about chemical products
- Social study about the role of the police service
- Distribution Agreement
- Commercial Correspondence (letters, e-mails)
- Certificates (birth, wedding, etc.)
- CV's
- Business presentations
- Brochure about army
- Article about DNA based typing techniques
- Article about the production process of enzymatic preparations (oenology)
- Article about antibacterial drugs (from Nature Reviews)
- Food and dairy marketing material
- Certificate of registration, certificate of examination
- Translation of the short story "*First Confession*" - Franck O'Connor
- Translation of a Feasibility Study (subject: waste / wastewaters, inland waters, nature and biodiversity)
- Translation of a study about diagnosis and control of spoilage yeasts in food and beverages
- Translation of an article about Community law
- Translation of computer-related documents, articles, business proposals, etc.
- Translation of a risk evaluation for dangerous substances
- Press-release articles about arts, health and science, and
- Literary translation with descriptions and portraits
- Biographies about Vincent Van Gogh, Paul Gauguin
- User's manuals, instruction
- Collaborated in the translation of the encyclopaedia "*The Kingfisher encyclopaedia of the future*"
- Tourism-related documents: brochures, leaflets, etc.
- Translation of the poem "Hope is the thing with feathers", by Emily Dickinson
- Executive summaries (subject: economics - general)
- End User Licence Agreement (EULA)
- Translation of a scientific article from the magazine Scientific American

MY WORKING MATERIAL

BIBLIOGRAPHY

Vast bibliography on translation: many dictionaries (general, technical - unilingual / bilingual / multilingual) and other technical/unilingual books, specialized magazines and newspapers.

ONLINE TRANSLATION RESSOURCES

Extensive list of Internet links on translation, unilingual and multilingual dictionaries (general and technical), glossaries and other online resources, like parallel texts, etc.

HARDWARE

- 1 - AMD Turion X2 64 Bits, 3.2 GHz; 120 GB hard disk; 1 GB RAM, CD/DVD Writer; Printer, Fax, Scanner, Internet ADSL (2MB-20MB),
- 2 - AMD Athlon 64 Bits 3.4 GHz; 240 GB hard disk 1 GB RAM CD/DVD Writer; Printer, Fax, Scanner, Internet ADSL (2MB-20MB)

SOFTWARE

Windows XP Professional; Microsoft Office 2003 Professional (Word, Excel, PowerPoint, Publisher, Access, Project, Visio); Microsoft Works 8.0; Adobe Acrobat Reader; Photoshop; CorelDraw 12; InDesign CS3 5.0; McAfee Antivirus; Internet Explorer. I can also handle HTML, XML.

CAT TOOLS

Trados Freelance 7.0

PUBLISHED BOOKS

LITERARY TRANSLATION (100 PAGES EACH)

June 2006

VICENTE, V., "Vie, Œuvre et Miracles de Saint Benoît", Irmandade de São Bento da Porta Aberta. (FR)

VICENTE, V., "Vida, Obra e Milagres de São Bento", Irmandade de São Bento da Porta Aberta. (PT)

CONVERSATION GUIDES IN PORTUGUESE, FRENCH, ENGLISH AND SPANISH

May 2004

VICENTE, V. "Conversation Guide for Shoe-shops", Associação Comercial de Braga. (160 pages)

VICENTE, V. "Conversation Guide for Hotels and Restaurants", Associação Comercial de Braga. (332 pages)

December 2004

VICENTE, V., "Conversation Guide for Jewelleries", Associação Comercial de Braga. (191 pages)

VICENTE, V., "Conversation Guide for Ready-Made Clothing", Associação Comercial de Braga. (203 pages)

REFERENCES

"Votre traduction est très satisfaisante, je vous en félicite." Mrs Benito, Spain

"Estou muito satisfeito da qualidade da tradução." Mr Lendfers, Belgium

"Tengo el placer de informarte de que has pasado la prueba." Mrs Vigo, Spain

"En vous remerciant pour votre efficacité nous ne manquerons pas de faire appel à vous si nécessaire." Mr Lavorel, France

"Merci beaucoup pour votre efficacité. C'est un vrai plaisir." Mme Lenander, France

"This is to inform you that your French test has been already evaluated and you have been accepted into our French translators team." Mrs Guzmán, New York

"Aquí te vamos a echar mucho de menos ya que hemos trabajado muy bien contigo y siempre nos has ayudado en todo lo posible." Mrs Prieto, Spain

"It's been a pleasure working with you." Mr Jordi, United States.

"Je garderai un excellent souvenir de cette collaboration." Mrs Delmée, France

"Cela m'a beaucoup enrichie de travailler avec vous, merci pour votre gentillesse, votre patience et vos conseils." Ms Philippe, France

"Foi um grande prazer trabalhar consigo, em meu nome pessoal e em nome da empresa que represento" Sidónios Intimo, Portugal

"Obrigado pela sua forma de lidar connosco." Nitoqui Lda, Portugal

"Gostei de trabalhar e colaborar com a Valérie e desejo muitas felicidades." AJ Gonçalves, Portugal.

"Gostei muito de trabalhar consigo e desejo-lhe a melhor sorte para o futuro." Simão e Olgando Lda, Portugal

"Gostei imenso de trabalhar consigo, e é com bastante pesar que me despeço, pois não é todos os dias que podemos trabalhar com uma pessoa como a Valérie." Crivedi Lda, Portugal