

# Paula Vaz-Carreiro

## ***Personal Details***

Nationality Portuguese (resident in U.K. since July 1988)  
YoB 1964  
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## ***Education***

1997 - 2000 University of Leeds – 2(i) Computer Science BSc. Hon. Degree  
1993 - 1994 City and Guilds – Fine Jewellery Craft Certificate  
1994 University of Cambridge, LESIE – Certificate of Translation from and into Portuguese (B)  
1990 - 1993 University of Cambridge, LESIE - Certificate of Proficiency in English (A)  
1993 South London Enterprise Consortium – Small Business Studies Certificate  
1983 - 1988 Universidade Nova de Lisboa – Faculdade de Economia – Degree in Economics (equivalent to a British BSc Hon. degree – 5<sup>th</sup> year incomplete)  
1981 - 1983 Escola Secundaria de Belem Algés – equivalence to 3 `A`levels: English (B), Maths (A), Geography (B)  
1979 - 1981 Escola Secundaria Ferreira-Borges – equivalence to 12 `O`levels including English, Maths and Portuguese

## ***Employment History***

**01/2005 – present Freelance Translator and Interpreter– English to/from Portuguese**

02/2006 – present Global Accent Ltd – [www.globalaccent.co.uk](http://www.globalaccent.co.uk)  
Interpreter

05/2005 – present Parklands Girls' High School, Seacroft, Leeds – Portuguese Examinations  
Interpreter

10/2003 – 10/2005 Wetherby Secure College of Learning – HMP, Wetherby, UK  
Part-time Librarian (until Jan.05) – Leeds City Council – Leisure Services  
Department  
Part-time IT Tutor (from Jan.05) – Manchester City College

10/2001 – 08/2003 Part-time IT Tutor working for the following institutions:  
• Vera Media, 38-38, Dock Street, Leeds, LS10 1JF  
• School of Continuing Education, University of Leeds,LS2

**2001 – 2005 Part-time Freelance Translator and Interpreter – English to/from Portuguese**

09/2000 – 09/2001 IT Graduate Trainee - AISAB (AvP. Information Systems AB) Member of  
the web team

1993 – 1997 Jewels Unlimited – London  
Proprietor, sales manager, and designer (self-employed)

1991 – 1993 Iberotravel, Palladium House, Argyle Street, London  
Flight reservations/sales, ticketing, fuel consumption reports, general office  
support, and staff training

## **Languages**

Portuguese (native), and completely proficient in English. Excellent understanding and competent fluency in Spanish. Basic Japanese.

## **Specialization**

Translation: Literature, proverbs/maxims and idioms/colloquialisms, publicity, current affairs, history, computer science, information systems, telecommunications, website localization, internal company documents such as purchase policies and contracts; economics, CV's; birth certificates, and other official documents and forms.

Interpreting: Medical, legal and social services/immigration appointments, school work and examinations.

## **Software**

TRADOS and Wordfast. Also vast range of PC and Mac applications, including Microsoft Office for PC and Mac.

## **Recent Clients**

Ajuda Hotéis, Madeira, Portugal (website localisation)	Navigator, Portugal (internal company documents)
Greenpeace – <a href="http://www.solarchill.org">www.solarchill.org</a> (website localisation)	SABMiller Corporation (end of year report)
ABN AMRO Bank, Holland (HR policy documents)	Águas de Trás-os-Montes e Alto Douro, Portugal (works execution certificates)
Edinfor, a Logica Company, Portugal (telecoms specifications)	Ordem dos Médicos (Portuguese Medical Council) (various certificates of competency; abstracts)
TMN (telecoms documentation)	SITEL, Portugal ((works execution certificates)
PT Communications (telecoms documentation)	Cocoon (Revestimentos Ecologicos), Brazil (publicity)
Hewlett-Packard Portugal, Lda (Purchasing Policy)	ANA Aeroportos de Portugal (contracts)
Actaris, Portugal – <a href="http://www.actaris.com">www.actaris.com</a> (internal company documents)	Grupo Portucel Soporcel (contracts)
Sonae Turismo (publicity)	Bridgestone, Portugal (contracts)

## **Referees**

José Casquilho  
Technical Translator  
00351 21 081 9520  
[jctraduz@netvisao.pt](mailto:jctraduz@netvisao.pt)  
[www.jctraduz.com](http://www.jctraduz.com)

Fred Lessing  
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00351 21 9244004

Professor Roger Boyle  
Head of School of Computing  
University of Leeds, LS2 9JT  
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## **Personal Referees**

Dr. Ian Smith  
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Nara Institute of Science and Technology  
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*(also able to provide references regarding my proficiency in English)*