



ROSSANA LIMA

Professional Translator

Career summary

I have been translating since moving to Portugal from South Africa in 1998, first as part of my functions as an executive assistant, and then later parallel to being an ESL teacher. Now, dedicated to translating full-time, I specialise in translating legal documentation and documents from the financial, business, venture capital and tourism sectors, while also working on a variety of other projects in a range of fields. This is why I love translating – I get to satisfy the needs of my clients whilst broadening my knowledge base.

Translation and Teaching Experience

TRAD 19 - Winning translation in the PT-EN Pair, with award of the respective contract.

Venture Capital Firm Translator Sept 2012 – to date

Translation of documentation into English, such as:

- Investment contracts, Shareholders' Agreements, Articles of Association, and the like
- Promotional videos (translation for voice over)
- Press releases and Corporate presentations
- General documentation

Centro Europeu de Línguas (CEL)

Know-How IPSS

English Teacher / Tutor / Translator Jul 2012 - Jun 2016

English teacher and/or tutor to individual students and groups of students at primary and secondary school level, as well as corporate clients. Corporate clients included areas such as:

- Banking
- Pharmaceuticals
- Construction and Engineering
- Law
- General Business English

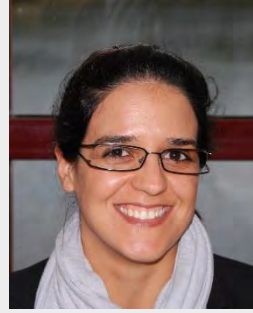
In addition to teaching, I also translated documents for CEL ranging from university diplomas, a catalogue for meat products, medical reports, certificates and general correspondence.

Chipidea Microelectronics, S.A.

Executive Assistant / Translator Jan 1998 - Oct 2008

In addition to all the inherent functions of being an executive assistant to the CEO of the company, I was liaison for foreign clients and in-house translator for the company where I translated and/or proofread:

- Institutional brochures
- Articles of association, NDAs, MoUs
- Board meeting minutes
- Contracts of an assorted variety



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KEY FEATURES

- Qualified MITI in PT-EN and EN-PT
- ISO 17100:2015 and ISO 18587:2015 certified
- 20 years' experience
- ProZ PRO Certified in language pairs
- Main language pair: Portuguese-English

SPECIALISMS

- Law
- Finance and Investment
- Business and Economics
- Travel & Tourism
- Certificates, Diplomas
- General

PROFESSIONAL SKILLS

- Good turnaround
- Industry-specific and current terminology
- Knowledge and use of both US and British English
- Advanced computer skills

LANGUAGES

- English: Native
- Portuguese: Native fluency

SOFTWARE

- Microsoft Office
- Adobe Acrobat DC
- SDL Trados Studio 2021
- MemoQ

MEMBERSHIPS

- ITI
- CIOL
- Proz.com Pro Network
- APTRAD
- APT
- IAPTI

Education/Training

Course in Legal Translation Tradulínguas Certificate 2012
Lisbon, Portugal

TESOL Advanced Diploma + TEFL YL incl. Professional Certification Diploma 2012
TEFL Academy (now Global Training Academy)
London, UK

Certificate of Pedagogical Competency DGERT Certificate 2012
Lisbon, Portugal

International Secretarial Course INEPI / Ecole Lemanian, Lausanne Diploma 2000 - 2002
Lisbon, Portugal