

# Curriculum Vitae

## Personal information:

**Surname:** Parreira da Cruz

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## Education and Training:

- April 2006/November 2006 - Professional training course on Business Administration by Instituto de Formação Profissional de Alverca.
- 2002/2005 – **Post graduation in Education** by Faculdade de Ciências Sociais e Humanas da Universidade Nova de Lisboa (including apprenticeship as a trainee teacher of Portuguese and English language & literature).
- 2001/2002 – **Post graduation in English Translation** by Faculdade de Ciências Sociais e Humanas da Universidade Nova de Lisboa.
- 1997/2001 - **Graduation in Portuguese and English Language and Literature** - by Faculdade de Ciências Sociais e Humanas da Universidade Nova de Lisboa.

## Personal skills and competences:

### Languages

**Mother tongue:** Portuguese

### **Other languages:**

#### English

**Listening:** proficient user

**Reading:** proficient user

**Writing:** proficient user

#### French

**Listening:** Independent user

**Reading:** Independent user

**Writing:** Independent user

### Computer skills:

Word, Excel, Access, FrontPage, PowerPoint, Microsoft Outlook and Internet Explorer, Usage of translation-oriented programs such as Trados version 7, Spot 4.2 and Heartsome XLIFF Translation Editor.

### Work experience:

- April /2006 - (...) - Freelancer translator:

I've translated from English to Portuguese some bibliographical notes on the Koran, two books about philosophical Sufism, several journalistic pieces and articles on culture, politics, philosophy, sociology, economy, etc. for an important Islamic Portuguese magazine. Recently, I have also translated from Portuguese to English a synopsis of the trilogy *O Ceptro de Aertzis*, by Inês Botelho. I also have some experience in the translation of personal documentation and technical texts, e.g. on building construction and statistics. Recently, I've translated market research and statistical surveys on telecommunications, health and literature, and proofread several translations and a school textbook. I have also translated an Architecture Catalogue; I have translated essays from Portuguese into English on Macro-economy, sociology, pedagogy and deontology for Escola Superior de Educação de Coimbra, as well as

database manuals and documentation on graphic media, mechanics, IT, etc; I am also experienced in the translation of legal and contractual documentation, PowerPoint presentations, nutritional information on products, texts on medicine, hotel websites, texts regarding health, safety and the environment in the workplace, etc. Apart from that, I have also translated and proofread an article on art for Portuguese publisher **TUGALAND**, as well as excerpts from a scientific study on obstetrics. I was responsible for the translation of the official report on the 2008 elections in Angola, of a training manual on trucks and of a document on ethical business regulation. I have translated an Insurance Company's membership guide and Policy conditions, financial contracts and mobile phone and Wii games. Recently, I started collaborating with publishers **Estrofes & Versos** and **QUADRA**, thus being responsible for the following literary translations: *The Return* - Joseph Conrad (published), *The Awakening* - Kate Chopin (to be issued in March 2010), *The Goodness of Saint Rocque* - Alice Dunbar, *La Juanita* - Alice Dunbar, *Little Miss Sophie* - Alice Dunbar, *The Crocodile* - An Extraordinary Incident - Fyodor Dostoevsky, *The Mandarin and the Butterfly* - L. Frank Baum, *A Christmas Tree* - Charles Dickens, *The Idiots* - Joseph Conrad, *A Strange Disappearance* - Anna Katharine Green, *By the Bayou St. John* - Alice Dunbar, *A Carnival Jangle* - Alice Dunbar, *The Fisherman of Pass Christian* - Alice Dunbar.

I also have some experience in audio-visual translation; here are some examples of my work:

The backstage interviews with the cast of *Young Victoria* (2009), directed by Jean-Marc Vallée, for its DVD release. And the following films: *Broken Promises* (2009), directed by Jiri Chlumsky, *El Greco* (2007) directed by Yannis Smaragdis, *Astropia* (2007) by Gunnar B. Gudmundsson, *Worlds Apart* (2008), directed by Niels Arden Oplev, *Ladrones* (2007), directed by Jaime Marqués, *Un Franco, 14 Pesetas* (2006), directed by Carlos Iglesias, various episodes of TV series *Judging Amy*, *Hitchcock*, *Law and Order-SVU*, *Chicago Hope*, *The Knight Rider*, *The Munsters* and *Murder She Wrote*.

- July to November/2006 - Secretary and accountant on Sermicro - Suministros, Importaciones Y Mantenimientos Electrónicos SA.

- September/2004 to August /2005 - Teacher of Portuguese and English literature & language.

- September /2002 to July/2003 - Teacher of Portuguese and English language.

Viviana Parreira da Cruz