

Curriculum vitae

PERSONAL INFORMATION **Nicolas Cantalao Test + tu nombre y apellido**

9 Rua José Mateus Horta, 17, 8000-536 FARO (Portugal)

Telf: 123456789

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Rates: ES>EN: Translation: 0,082€/word; Review: 25€/hours; 0,03€/word

WORK EXPERIENCE

- 2005–Present Freelance Translator/Reviser/Editor
Self-employed, Faro (Portugal)
- I have been translating/revising/editing from Portuguese, French and Spanish into English (my mother tongue) on a full-time basis since 2005. I specialise in legal translation, offering translation/revision/editing in the following fields:
- Legal: contracts, wills, public tender documents, laws;
 - EU: draft laws, notifications, applications for protected designation of origin, etc. (TRIS – European Commission), documents from the European Court of Justice: appeals, etc.;
 - Financial, Business and Accounting: Management reports and accounts;
 - Human Resources: assessments, CVs, manuals, job descriptions, etc.;
 - Consulate-related documents: Birth Certificates, Marriage Certificates, Death Certificates, etc.;
 - Medical: Clinical trial-related documents such as Information Sheets and Consent Forms, leaflets, etc.
- 1998–2005 Personal Assistant to the Chairman
Hotel Quinta do Lago/Ria Park Hotel (Vale do Garrão, Lda.), Almancil (Portugal)
- Administrative support provided to the Chairman of the hotel group. Translation of all documentation from Portuguese into English including confidential contracts.
 - Responsible for the Human Resources Department for the 3 hotels of the group (including drawing up contracts, processing salaries, organising and issuing uniforms, organising staff training, etc.).
- 1996–1998 Personal Assistant to the Chairman
Vale do Lobo, Lda., Vale do Lobo, Almancil (Portugal)
- Administrative support to the Chairman and Board Office of the luxury tourist resort.
 - Translation of all documents from Portuguese into English/interpreting.

EDUCATION AND TRAINING

- 2015 Legal Secretary Diploma (3 units completed)
Institute of Legal Secretaries and PAs, London (United Kingdom)
- Law: General Procedures, the English Legal System, the Law of Contract, the Law of Tort, Civil Litigation, Land Law, Conveyancing, Wills, Probate and Administration, Legal Word Processing, the Production of Legal Documents and Letters, the Completion of Legal Forms
- 2003 Diploma in Translation
Institute of Linguists, London (United Kingdom)
- Translation from Portuguese into English in the fields of Law, Business, Science and General Translation
- 2002 TEFL Diploma
The English Language Centre, London, UK (Online course)

1991–1992 European Business Administration Postgraduate Diploma
 Manchester School of Arts and Technology, Manchester (United Kingdom)

- French and Spanish secretarial skills and translation into English
- European Institution Studies

1988–1991 Bachelor of Arts (Honours) in Portuguese and Brazilian Studies
 (Subsidiary French)
 King's College London, University of London (United Kingdom)

- Portuguese - English Translation, Portuguese, African and Brazilian Language, Literature, History and Culture and Philology
- French Language, Literature and Translation

PERSONAL SKILLS

Mother tongue(s) English

Foreign language(s)	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
Portuguese	C2	C2	C2	C2	C2
French	C2		C2	C2	B2
Spanish	C2	C2	C2	C2	B2
	C2	C2			

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user
Common European Framework of Reference for Languages

Communication skills Excellent communication skills gained through having to build business relationships online due to the nature of the profession as a freelancer.

Job-related skills Independent, due to working remotely, although I am also able to work within a team.
 Attention to detail, always striving to provide the highest quality translation work, especially when speed is of the essence.

Digital skills

SELF-ASSESSMENT				
Information processing	Communication	Content creation	Safety	Problem solving
Proficient user	Proficient user	Independent user	Independent user	Independent user

Digital skills - Self-assessment grid

Good command of SDL Trados Studio 2019, Microsoft Office.

Other skills

- Amateur photographer
- Passionate reader and firm believer in lifelong learning
- Udemey course currently studying: Writing with Confidence: Writing Beginner to Writing Pro
- Coursera courses currently studying/completed:
 - European Business Law: Understanding the Fundamentals (Lund University) - studying
 - Everyday Parenting: The ABCs of Child Rearing (Yale University) - completed
 - The Science of Well-Being (Yale University) - completed
 - Learning How to Learn for Youth (Arizona State University) - completed