

SARAH GIOTTO

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SUMMARY

Very motivated and dedicated individual returning to the workforce after childbirth. Seeking to utilize and expand my foreign language skills.

Translator from Brazilian Portuguese <> English

Nationality: Brazilian

Mother Tongue: English

PERSONAL QUALITIES

Fast Learner; Great Communicator; Attentive to detail

Great ability to work under pressure and meet tight deadlines

Excellent computer skills including CAT Tools

SOFTWARE USED

SDL Trados 2015, Wordfast, Office 2013, Adobe Acrobat, MemoQ 2015

ApSIC XBench 3.0, Grammarly, PerfectIt 3

FOREIGN LANGUAGES

English: Read – Write – Fluently Speak

Brazilian Portuguese: Read – Write – Fluently Speak

Spanish: Read – Write – Fluently Speak

TRANSLATION OUTPUT

Translation: 2000 words / day

Proof Reading: 3500 words / day

EDUCATION

Massachusetts Bay Community College, Wellesley MA

Associate's Degree in Computer Information Systems

Phi Theta Kappa member

GPA: 4.0

WORK EXPERIENCE

JUNE 2015 - **Freelance Translator & Linguist**

CURRENT

Self-employed translator returning to the work market. Provide translation, interpreting, and proofreading services to clients.

Translated several documents from Brazilian Portuguese to English.

Conducted multiple simultaneous and consecutive interpreting sessions to and from English/Portuguese.

SEPT 10 – **Delanas Bakery, Marlborough MA**

MARCH 13

Assistant Manager

Worked as an assistant manager in a Brazilian bakery. Promoted sales of products and services, assisted in customer service improvement, personnel scheduling, and organization.

Additional duties:

- Translated marketing and sales materials from Brazilian Portuguese to English.
- Served as a personal interpreter to the non-English speaking business owner.

NOV 10– **Hit Tour Travel, Marlborough MA**

JUN 11

Travel Agent

Travel Agent at a small travel agency whose clientele was mainly Brazilians and Spanish speaking customers living in the USA

Duties:

- Maintained up-to-date knowledge of travel products including: airline travel, hotel and car reservations, cruise and tour travel.
- Assisted non-English speaking customers.

REFERENCES

References available upon request.

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