

Europass Curriculum Vitae



Personal information

Surname / First name **CRAVIDAO, Ana**

Profile in PROZ.com <http://www.proz.com/translator/69473>

Address Rua Oliveira Martins, 17, 5 DTO, 2900-520 SETUBAL, PORTUGAL

Contact +315-265236506 Mobile: +351-960012601 Skype: anacravi ana.cravidao@yahoo.com

Birth date 1963-08-22

English/French/Spanish-Portuguese freelance translator

with 11 years of experience as in-house translator
and 7 years of experience as freelance translator

Native in European Portuguese

Expertise subjects Accounting, Management, Software, ERP Software, SAP Software, Biology, Wine Industry, Political Science and Elections, International Development

Output 2000 words per day

CAT tools / Software used SDL Trados Studio 2011, Word, Excel, Access, PowerPoint

Translation rates 0.06 EUR per word in source language

Minimum rates No

Proof reading rates 0.01 EUR

Relevant work experience

Dates 2014 -

Occupation or position held Freelance translator

Main activities and responsibilities Translation of corporate website for an IT company (Spanish > Portuguese)

Name and address of employer Lettering Professional Translations

Type of business or sector Spanish Translation agency

Website <http://www.letteringtranslations.com>

Dates 2012 -

Occupation or position held Freelance translator

Main activities and responsibilities Translation of SAP documentation (Spanish > Portuguese)

Name and address of employer Tradualia

Type of business or sector Spanish Translation Agency

Website <http://www.tradualia.com/EN/siteEN.html>

Dates 2011 - 2012

Occupation or position held Freelance translator

Main activities and responsibilities Translation of electoral documentation for African Portuguese countries (EN>PT), eg, BRIDGE training, UNDP and IDEA documentation

Name and address of employer	Gabinete de Tradução do Grupo Lusófona [Translation Cabinet of Group Lusófona]
Type of business or sector	Translation Department in Lisbon-based Lusófona University
Dates	2011 -
Occupation or position held	Freelance translator
Main activities and responsibilities	Translation of e-learning material on Physics, Chemistry and Biology (EN>PT), among other projects
Name and address of employer	Linguaemundi
Type of business or sector	Translation agency
Website	www.linguaemundi.pt
Dates	2004 - 2006
Occupation or position held	Freelance proofreader
Main activities and responsibilities	Review of documentation for SAP ERP application (EN>PT)
Name and address of employer	Reinisch España SL (Spain)
Type of business or sector	Spanish branch of Reinisch AG (German translation company)
Website	http://www.reinisch.de/
Dates	1998 - 2004
Occupation or position held	In-house translator
Main activities and responsibilities	Responsible for translating Movex ERP application (EN>PT), ie, translation of software, translation of documentation (help texts), translation of printed documentation, translation of Powerpoint presentations for the Marketing Department, translation of marketing material (press releases)
Name and address of employer	Intentia Consulting Portugal SA, Lisbon
Type of business or sector	Portuguese branch of Intentia (Swedish ERP vendor)
Page on Wikipedia	http://en.wikipedia.org/wiki/Intentia
Dates	1993 - 1998
Occupation or position held	In-house translator
Main activities and responsibilities	Responsible for translating Movex ERP application (EN>PT), ie, software and documentation translation
Name and address of employer	Memorisoft Lda., Lisbon
Type of business or sector	IT company

Education and training

Date	2- 23 August 2012
	Introduction to Medical Terminology, e-learning course (12 hours), trainer Carmen Cross PROZ site
Date	14th July 2012
Title of qualification awarded	First level of certification in using SDL Trados Studio 2011 – Getting Started Certification http://www.sdl.com/certified/117891
Name and type of organisation providing education and training	SDL Trados
Date	8 th March 2007
	Presentation 'The new SDL Trados Studio 2007', by Joao Ruivo (HCR Informatica e Traducoes)
Name and type of organisation providing education and training	At EXPOLINGUA Portugal, 17th Portuguese Fair for Languages and Cultures, Centro de Congressos de Lisboa, Junqueira, Lisbon
Date	23 rd October 2004
	Presentation 'The Latest Technology about Memory Tools used in Translation" (Trados) by Joao Ruivo (HCR Informática e Traduções)

	Presentation 'How to use Automated Translation in Translation projects' (Systran) by Joao Ruivo (HCR Informática e Traduções)
	Seminar on the project for a European standard for translation services (prEN 15038), by Fátima Castanheira, Ana Castro, Joao Ruivo, organized by APET - Portuguese Association of Translation Companies
Name and type of organisation providing education and training	At EXPOLINGUA Portugal, 15th Portuguese Fair for Languages and Cultures, Telecom Forum, Picoas, Lisbon
Date	27 th October 2001
	Seminar on 'IT and the Translator'
Name and type of organisation providing education and training	At EXPOLINGUA Portugal, 12th Portuguese Fair for Languages and Cultures, Telecom Forum, Picoas, Lisbon
Dates	1999
Title of qualification awarded	Diploma 'Certificate of Proficiency in English' – grade A
Name and type of organisation providing education and training	University of Cambridge ESOL Examinations
Level in national or international classification	C2
Dates	5-7th February 1996
Title of qualification awarded	Documentation Workshop for Movex ERP
Name and type of organisation providing education and training	Intentia R&D, Eindhoven, Netherlands
Dates	16-18 th October 1995
Title of qualification awarded	MOVEX GUI and Database Viewer Intentia R&D, Linköping, Sweden
Dates	1983
Title of qualification awarded	Unfinished 4 th year of Psychology Degree
Principal subjects/occupational skills covered	
Name and type of organisation providing education and training	Faculty of Psychology and Educational Sciences, University of Lisbon

Personal skills and competences

Mother tongue **(European) Portuguese**

Other language(s)

Self-assessment

European level ()*

English

French

Spanish

Understanding				Speaking				Writing	
Listening		Reading		Spoken interaction		Spoken production			
C2	Proficient user	C2	Proficient user	C2	Proficient user	C1	Proficient user	C1	Proficient user
B2	Independent user	B2	Independent user	B1	Independent user	B1	Independent user	B1	Independent user
B2	Independent user	C1	Proficient user	B1	Independent user	B1	Independent user	B1	Independent user

(*) [Common European Framework of Reference for Languages](#)

Translation language pairs EN>PT, FR>PT, ES>PT

Software Windows Vista, Word, Excel, PowerPoint, Access, SDL Trados Studio 2011

Additional information

Diplomas, Certificates or References can be provided upon request.