

# KELLY RIBEIRO

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33 years old

São Paulo – Brazil

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## OBJECTIVE

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Translator

## EDUCATION

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### ***Bachelor of Arts – Social Communication (2009 -2012)***

Universidade Metodista de São Paulo, São Bernardo do Campo, SP, Brazil

### ***Specialization in Marketing, Lato Sensu (2015 – 2016)***

Universidade Metodista de São Paulo, São Bernardo do Campo, SP, Brazil

## RELEVANT EXPERIENCE

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*Geekdama*, Online, SP, Brazil (2011 – Present)

### ***Translator, writer, editor and proofreader***

- Translate and adapt content from English to Brazilian Portuguese.
- Translate subtitles for trailers and other promotional videos from English to Brazilian Portuguese.
- Implement editorial standards and guidelines for style guides.
- Improve SEO effectiveness and content quality of translated articles.
- Guarantee editorial consistency in grammar, brand voice and design standards.
- Proofread articles before publishing.

## **ADDITIONAL EXPERIENCE**

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*SW Idiomas*, Online, SP, Brazil (2010 – Present)

### **English Teacher**

- Tutor Basic, Intermediate and Advanced English learners online (Skype) and in-company.
- Create weekly lesson plans for multi-level adult ESL classes focused on Business.
- Engage students in language immersion programs and activities.
- Develop proper extra activities for the students.
- Evaluate students via academic reports.
- Prepare students for travels, business meetings and job interviews.

*Yes! Idiomas*, São Bernardo do Campo, SP, Brazil (2015 – Present)

### **English Teacher**

- Tutor Basic, Intermediate and Advanced English learners.
- Develop proper extra activities for the students.
- Facilitate small group activities emphasizing critical learning.
- Demonstrate methodology to faculty through mock lessons and skills workshops.
- Evaluate students via academic reports.
- Prepare students for exams and oral presentations.

*UNS Idiomas*, São Paulo, SP, Brazil (2012 – 2012)

### **English Teacher**

- Tutored Basic, Intermediate and Advanced English learners.
- Developed proper extra activities for the students.
- Evaluated students via monthly academic reports.
- Facilitated small group activities emphasizing critical learning.
- Demonstrated methodology to faculty through mock lessons and skills workshops.

*Escola Paulista de Formação e Idiomas, Santo André, SP, Brazil (2008 – 2009)*

**English Teacher**

- Tutored Basic, Intermediate and Advanced English learners.
- Developed proper extra activities for the students.
- Evaluated students via monthly academic reports.
- Facilitated small group activities emphasizing critical learning.
- Demonstrated methodology to faculty through mock lessons and skills workshops.

*Upgrade Language, São Paulo, SP, Brazil (2008 – 2008)*

**English Teacher**

- Tutored Basic, Intermediate and Advanced English learners in one-on-one in-company classes.
- Developed proper extra activities for the students.
- Evaluated students via daily academic reports.
- Prepare students for travels, business meetings and job interviews.

**LANGUAGE SKILLS**

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- Native Portuguese speaker
- Fluent in English
- Conversational in Spanish
- Pre-intermediate in Japanese

**COMPUTER SKILLS**

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- Office package
- Sony Vegas Pro
- Adobe After Effects
- Adobe Photoshop

**OTHER SKILLS**

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- Accredited TOEFL Supervisor
- Subtitling tools and CAT tools