

KELLY RIBEIRO

34 years old

São Paulo – Brazil

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OBJECTIVE

Translator

EDUCATION

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

Freelance, SP, Brazil (2011 – Present)

Translator, writer, editor and proofreader

- Translate and post-edit articles, user guides, legal documents, marketing documents, and other materials 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

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

English Teacher

- Tutor Basic, Intermediate and Advanced English learners online 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.

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.

LANGUAGE SKILLS

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

COMPUTER SKILLS

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

OTHER SKILLS

- Accredited TOEFL Supervisor
- Subtitling tools and CAT tools (SDL Trados Studio)