

## curriculum vitae



### Personal information

Surname(s) / First name(s) **Costa, Eduardo Jos é**  
 Address **39-R/C Frente, Rua Dr. Júlio César Machado, 2500-225, Caldas da Rainha,**  
**Portugal**  
 Nationality **Portuguese**  
 Date of birth **24<sup>th</sup> March, 1979**  
 Gender **Male**

### Work experience

Dates **August 2004 – October 2008**  
 Occupation or position held **Freelance Translator (English > Portuguese)**  
 Main activities and responsibilities **Translation of English texts (Internet pages, Multimedia Games, IT, Hardware, Automotive Industry, Machinery, Technical Texts)**  
 Name of employer **Betta Translations (France), F4R Translations (Portugal), Sprachendienst (Germany), Comprehensive Language Center (USA - Virginia), Presto (Chez Republic)...**  
 Type of business or sector **Translation**  
 Dates **July 2003 – July 2004**  
 Occupation or position held **In-house Translator and Terminologist (English > Portuguese)**  
 Main activities and responsibilities **Translation of English texts (Machinery, Automotive Industry, Paper Machines, Domestic Appliances, IT, Hardware, Computers, multimedia games marketing, publicity) and Terminology Advisor**  
 Name of employer **J. BA – Tradução e Interpretação,**  
 Lda. Type of business or sector **Translation and**  
**Interpretation**  
 Dates **September 2001 – June 2003**  
 Occupation or position held **English Teacher**  
 Main activities and responsibilities **Teach English as foreign language to Portuguese Students**  
 Name and address of employer **S. Pedro Secondary School, Vila Real,**  
**Portugal**  
 Type of business or sector **Teaching**

### Education and training

Dates **2008**  
 Title of qualification awarded **Post Degree in IT (Information Technologies)**  
 Name and type of organisation providing education and training **Instituto Superior de Línguas e Administração (Santarém)**

	Dates	2005
Title of qualification awarded	<b>ECDL- European Computer Driving Licence</b>	
Principal subjects/Occupational skills covered	Hardware, Word, Excel, Powerpoint, Access, Internet	
Name and type of organisation providing education and training	CENFU – Information technology center	
	Dates	2004
Title of qualification awarded	<b>Post Degree in Subtitling</b>	
Principal subjects/Occupational skills covered	Subtitling of TV programs, films, multimedia applications, etc	
Name of organisation providing education and training	Instituto Superior de Assistentes e Intérpretes (Porto)	
	Dates	2004
Title of qualification awarded	<b>Post Degree in Technical Translation (English and Portuguese)</b>	
Principal subjects/Occupational skills covered	English and Portuguese – literary translation theory, information technology, translation from English into Portuguese	
Name and type of organisation providing education and training	Universidade de Trás-os-Montes e Alto Douro (University of Trás-os-Montes e Alto Douro)	
	Dates	2005
Title of qualification awarded	<b>Degree in Languages (English and Portuguese)</b>	
Principal subjects/Occupational skills covered	English, American and Portuguese Literature, Phonetics, Language History, Information Technology, English Grammar	
Name of organisation providing education and training	Universidade de Trás-os-Montes e Alto Douro (University of Trás-os-Montes e Alto Douro)	

## Professional Accreditations

**ATA** (American Translators Association) Member

**APT** (Portuguese Association of Translators) Member

**SLP** (Portuguese Language Society) Member

## Personal skills and competences

Mother tongue

**Portuguese**

Other language(s)

*Self-assessment*

*European level (\*)*

**English**

**Spanish**

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

(\*) *Common European Framework of Reference (CEF) level*

Social skills and competences

Good communication skills, acquired through my work experience as an English Teacher  
Team spirit acquired through my work experience in a Translation Office

Organisational skills and competences

Sense of organisation, responsibility and reliability. Good experience in project and team management

Technical skills and competences

Good command of CAT tools such as Trados 7.0, SDLX, WordFast or Transit XV

Computer skills and competences

Practical experience in Word, Excel, Power Point, Adobe FrameMaker, In-Design, PageMaker, Ventura, Photoshop, QuarkXPress, Illustrator, Macromedia Freehand, Director and Flash

Artistic skills and competences

Graphical design (measure)

Other characteristics

Responsible, organized, reliable, efficient, accurate, punctual, self-critical

References

On request