

Maura Avila

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TRANSLATOR / INTERPRETER

PROFILE

My native language is Brazilian Portuguese but family and professional circumstances have made English my 1st language and French my 2nd. I have over 20 years experience as a translator and interpreter in Brazil, England and France, and have worked in a variety of fields including the environment, tourism, industry, audiovisual and international trade. I am perfectly trilingual and at ease at cross-cultural communication.

I meet agreed deadlines and aim at meticulous accuracy in my work. I am particularly interested in international news and keep myself updated through English, Brazilian and French newspapers.

SKILLS

- **Linguistic:** English and French up to well-educated native standards, conversational Spanish.
- **Translating, editing, proof-reading:** Fr → En / Fr → Pt / En → Pt / Pt → En.
- **Interpreting** for business meetings, business trips, trade fairs, Interviews, notaries, etc.
- **Teaching** English and Portuguese to French speakers.
- **Secretarial:** good oral and written communication and managerial abilities.
- **Software:** Microsoft Office (Word, Excel, PowerPoint), Wordfast.

EDUCATION

- 2006 Foundation course in **Marketing and Business Studies**, University of Bayonne, France.
- 1998 **French language**, Open University, UK.
- 1991-1992 **Arts Foundation course** and **3rd World Development**, Open University, UK.
- 1988 Certificate of **Proficiency in English**, University of Cambridge.
- 1988 Certificate in **Teaching of English as a Foreign Language**. British Association for Teacher Education.

WORK EXPERIENCE

Since 2003 **INTERPRETER** in Portuguese at the Court of Bayonne, France.

Since 2006 **FREELANCE TRANSLATOR**

- **En→Pt:** online tourist guide - Lisbon (www.wcities.com). Please see feedback on the following page: <http://www.translatorscafe.com/cafe/MegaBBS/forumthread14809.htm>
- **Fr→En:** translation of a thesis submitted by the President of the European Surfing Federation to the IOC in Lausanne entitled "*Positioning of the International Surfing Association - a strategic approach*", which gained him a Master's degree.
- **Fr→En:** translation of the script of the French TV series JOSEPHINE GUARDIAN ANGEL "*Looking for Yên*".
- Design (using FrontPage), co-writing in French and translation of website: www.cardonnet.com
- Writing in both English and French of website: <http://monsie.orange.fr/villaverde>

ENGLISH TUTOR to school children and adults in Biarritz.

2001-2005 **CUSTOMER SUPPORT ASSISTANT** (En-Fr) at the European Customer Services office of Hamilton Sundstrand (American aeronautics company), based in Tarnos. My responsibilities included liaising with customers worldwide, organising customers' training, attending regular meetings, taking minutes, organising complex travel arrangements and customers' database maintenance. I was granted the UTC Level III Award Nomination for the implementation of the APU Life Management Plan.

1999-2001 **SELF-EMPLOYED** commercial assistant, translator and interpreter for local import/export companies.

1994-1999 **FREELANCE TRANSLATOR** (Fr-En/Fr-Pt) and **PORTUGUESE TEACHER** at Les Landes Chamber of Commerce, France.

1990-1993 **SECRETARY** (En) to the Technical Director of the Naval Architecture dept at WS Atkins Consultants, Epsom, Surrey.

1988-1989 **FREELANCE TRANSLATOR** (Pt-En) worked mostly on field reports for the mining company *São Bento Mineração*.
TEACHER OF ENGLISH at Britannia Executive School of English in Rio de Janeiro.

1985-1988 **BILINGUAL EXECUTIVE SECRETARY** (Pt-En) for Texaco Brazil and Control Data Computers in Rio de Janeiro.

1981-1985 **TRILINGUAL OFFICE ASSISTANT** (En-Pt-Spanish) at Paddington Migrants Rights Unit in London.

FURTHER INFORMATION

- Member of the French Society of Translators (SFT)
- Registered **self-employed** under **SIRET NO. 422 864 223 00033 – FRANCE**
- **Hobbies:** reading, cinema, music, gardening, chess.