




## Sara Maria Silva CRUZ

**DATE OF BIRTH:**  
01/05/1978


### CONTACT

Nationality: Portuguese

Gender: Female

 Praça do Município, n.º 8, 1.º andar, null  
6230-338 Fundão, Portugal

 [saramscruz@gmail.com](mailto:saramscruz@gmail.com)

 (+351) 963241760

 [http://  
smctranslations.wordpress.co  
m/](http://smctranslations.wordpress.com/)

### WORK EXPERIENCE

**18/02/2013 - CURRENT**

#### Translator

AP Portugal

General and Technical Translations from English into European Portuguese in a wide range of areas (Business, Law, Literature, Science, Social Science, Technology);

Studies and technical works: environmental impact reports, measurement maps and budgets, execution projects (architecture, civil engineering, HVAC, electricity and electronics), privacy policies and data protection policies, among others;

Documentation and legal processes: birth certificates and death certificates, permanent certificates, lawsuits, judgments, litigation lawsuits, court rulings, company contracts, contracts and agreements of various kinds, among others;

Texts in the field of finance and economics, such as financial reports, reports and accounts, among others;

Corporate and institutional websites;

Texts for European Institutions and bodies, such as legislation, legislative amendments, reports, among others;

Pamphlets: brochures, product presentations, advertising and marketing and advertising texts, tourism texts, among others;

Art history, museology, and decorative arts studies: materials for permanent and temporary exhibitions and for interpretive centers (including websites);

Specific documentation for various departments: newsletters, content for websites and social networks, internal company documentation (correspondence, resumes, among others), website content, among others;

Proofreading in European Portuguese.

Other service activities / <http://www.apportugal.com/> / Av. da República, nº1105, 4420-203, Vila Nova de Gaia, Portugal

**01/12/2010 - CURRENT**

#### Translator

Portuguese Center for Photography (Centro Português de Fotografia/CPF)

Translations from English into European Portuguese

<http://www.cpf.pt/> / Campo Mártires da Pátria, 4050-368, Porto, Portugal

**01/01/2007 - CURRENT**

#### Translator and proofreader

General and Technical Translations from English into European Portuguese in a wide range of areas (Business, Law, Literature, Science, Social Science, Technology) with an emphasis on Arts, Architecture and Photography for institutional, corporate and individual clients; Translations from Italian, Spanish and (occasionally) French into Portuguese for institutional, corporate and individual clients. Proofreading in European Portuguese for institutional, corporate and individual clients.

<http://smctranslations.wordpress.com/>

**01/01/2006 - CURRENT**

#### Architect (independent worker)

Architecture projects for single-family houses - Moth House, Alves House, Lopes House and Barata House - developed in co-authorship with Architect Paulo Borges at Plataforma Arquitectura. (Work in progress) Architecture project for a Single-Family House in Aldeia Nova do Cabo, Fundão, developed in co-authorship with Architect Paulo

Borges. (Work in progress)Architecture project for a Single-Family House in Telhado, Fundão, developed in co-authorship with Architect Paulo Borges. (Not built)

**01/03/2010 – 31/12/2010**

**Tour Guide at the exhibition “Resistance. From the republican alternative to the struggle against dictatorship (1891-1974)”.**

Comissão Nacional para as Comemorações do Centenário da República

Guided tours and visitors' assistance at the Portuguese Center for Photography (Centro Português de Fotografia/CPF).

Praça dos Restauradores, Palácio Foz, 1250-187, Lisbon, Portugal

**25/03/2008 – 21/06/2009**

**Architect**

Allies and Morrison Architects

Architecture and Interior Design projects for City Inn Leeds Hotel. (Built)

<http://www.alliesandmorrison.com/> / 85 Southwark Street, SE1 0HX, London, United Kingdom

## EDUCATION AND TRAINING

**18/07/2012** – Saxon House, 48 Southwark Street, London

**MCIL**

Chartered Institute of Linguists

Member of the United Kingdom's Chartered Institute of Linguists

**Field(s) of study**

- Languages

**25/04/2012** – Saxon House, 48 Southwark Street, London

**DipTransloLET**

Chartered Institute of Linguists

Qualification as a professional translator from English into European Portuguese (equivalent to a Master's Degree)

**Field(s) of study**

- Languages

**01/11/2010 – 30/06/2011** – 30, Enfield Road, Brentford

**Not applicable**

Susanne James Associates (recommended by the IoL)

Preparation for the United Kingdom's Chartered Institute of Linguists' Diploma in Translation exam, carried out under the guidance of Dr. Francisco Fernandes.

**Field(s) of study**

- Languages

**25/03/2011** – Portugal

**Trainer**

IEFP - Instituto do Emprego e Formação Profissional (Employment and Vocational Training Institute)

Certification of skills needed to pursue teaching and training related professions.

**Field(s) of study**

- Training and education

**12/01/2011 – 17/02/2011** – Praça Carlos Alberto, nº 114, 115 e 116, Oporto, Portugal

### **Pedagogical Aptitude Certificate**

Instituto das Artes e Ciências

Obtaining skills needed to pursue teaching and training related professions.

**Field(s) of study**

- Training and education

**12/10/2010 – 29/10/2010** – Rua Nova do Almada, 59, 3º, Lisbon, Portugal

### **Proofreading and Editing workshop – Beginners' Level**

Booktailors

Basic skills needed for proofreading and editing.

**Field(s) of study**

- Languages

**07/09/2009 – 14/10/2009** – Praça Duque de Saldanha, 1 - 3º D, Lisbon, Portugal

### **Specialized Web Design Training and Illustrator CS4 Training**

FLAG

Dreamweaver CS4, Fireworks CS4, Flash CS4 e Illustrator CS4

**Field(s) of study**

- Arts and design

**01/10/2006 – 19/10/2007** – Via Panorâmica, Oporto, Portugal

### **Post-graduation in Intervention Methodologies in Architectural Heritage**

University of Oporto

Intervention in Architectural Heritage (Theory, History, Construction, Project).

**Field(s) of study**

- Architecture and construction

**01/10/1996 – 13/01/2004** – Via Panorâmica, Oporto, Portugal

### **Licenciate's Degree in Architecture (Pre-Bologna)**

University of Oporto

Architecture

**Field(s) of study**

- Architecture and construction

## LANGUAGE SKILLS

**MOTHER TONGUE(S):** Portuguese

**OTHER LANGUAGE(S):**

**English**

**Listening**  
C2

**Reading**  
C2

**Spoken  
production**  
C1

**Spoken  
interaction**  
C1

**Writing**  
C1

---

**Italian**

**Listening**  
C1

**Reading**  
C1

**Spoken  
production**  
B2

**Spoken  
interaction**  
B2

**Writing**  
B1

---

**Spanish**

**Listening**  
C1

**Reading**  
C1

**Spoken  
production**  
B2

**Spoken  
interaction**  
B2

**Writing**  
B1

---

**French**

**Listening**  
A2

**Reading**  
A2

**Spoken  
production**  
A1

**Spoken  
interaction**  
A1

**Writing**  
A1

---

## ORGANISATIONAL SKILLS

### ● **Organisational skills**

- Well organized, methodic, disciplined.
- Efficient in meeting deadlines.
- Reliable and committed.

## COMMUNICATION AND INTERPERSONAL SKILLS

### ● **Communication and interpersonal skills**

- Team work experience.
- Good communication skills.

## JOB-RELATED SKILLS

### ● **Job-related skills**

- Very good technical skills for translation and proofreading works.
- Good skills for teaching and training related professions.
- Advanced PC skills and a very good knowledge of standard MS Office applications.
- Ability to use the SDL TRADOS package of computer aided translation tools, as well as MemoQ, Wordbee, Memsources, among others.