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EB Tradutec



Introductory Letter

Elsa Vieira/Carla Ribeiro

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Dear Sir/Madam,

We are two experienced and qualified translators of English, French and Portuguese living in Portugal, who have worked full-time for seven years in a translation bureau and who have been working as freelance translators since 2001. We also work with a very experienced colleague full-time (9 am to 8 pm GMT, sometimes later), with e-mail access from 9 am to 11 pm GMT.

We have included our CVs for your consideration. We would be grateful if you could send us any information you may have regarding opportunities to work with you/your company.

Kind regards,

Elsa Vieira

Carla Ribeiro

Working Methods

We work together because we find that team-work is more effective and compensating in our line of work. One team member performs the initial

conversion of the text into the target language. We use the reference material provided by the client, do a thorough research, browse the Internet and sometimes contact experts in the field. We maintain consistency throughout all our translations. The finished translation is then subject to proof-reading by the other team member who revises the text.

We are specialised in technical translations in the areas of **IT and healthcare (medical devices, *in vitro* diagnostics)**. We also do translations in the following fields: **pharmaceutical, automotive, business, marketing, construction, defence, education, engineering/machinery (mechanical, industrial, electrical), environment, media, multimedia, IT, hardware, Internet, mobile computing, telecommunications, transportation, utilities, energy and advertising fields, cosmetics, food industry, machinery in general (domestic appliances, etc)**. We have the knowledge, the experience and offer the confidentiality, the quality and the professionalism you expect. We do our utmost to meet our clients' deadlines and we offer services that are fast, reliable and cost-effective. Our goal is to obtain total customer satisfaction.

Our computer systems are PCs: Celeron 2.66 Ghz, 512 MB - Windows XP/Intel Core 2 Duo P8600, 2.4 GHz, 4 GB RAM - Windows 7 Ultimate and Intel Core Quad, 2.33 GHz, 3 GB RAM - Windows 7 Ultimate. We own an all-in-one (printer-scanner-copier) + DVD-R/RW + CD-R/RW.

The working tools are the programs **SDL Trados Studio 2019**, Office 2010, FileZilla, etc. Our mail is downloaded every minute.

Send us your document to be translated by email or mail, stating your requirements in terms of layout, timing, etc.

Trust us with your document. We are confident that you will come back again and again.

Our prices are (in Euros):

Translation	0.06 (source word) subject to Trados
Edit	0.03 (source word)
*TR plus ED	0.08 (source word) subject to Trados
Proof-reading	0.015 (word)
Minimum Fee	20.00
Hourly Rate	30.00 (editing 1k)
Hourly Rate	20.00 (proof-reading)
WinAlign	0.007/word

*[*Please note that we offer a special price of 0.08 Euros per source word whenever Translation and Editing is requested for a project.](#)*

Trados Breakdown Rate System

<u>Match Category</u>	<u>% of normal price</u>
Repetitions	10%
100% Matches	15%
95% - 99%	20%
85% - 94%	50%
75% - 84%	66%
50% - 74%	100%
No Match	100%

REFERENCES

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Curriculum Vitae - Elsa Vieira

PERSONAL INFORMATION

Name: Elsa Maria Moreira Ribeiro Vieira
Civil Status: Married
Date of Birth: 13/06/69
Nationality: Portuguese
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Phone: +351 309927143



EDUCATION

Primary and Preparatory School in South Africa; High School in Portugal.

1996 - Academic Degree in Modern Languages and Literatures, English and German Studies – Specialisation in Translation of English and Portuguese from the Faculty of Letters of the University of Porto, Portugal.

PROFESSIONAL EXPERIENCE

2001 - Working as a freelance translator

1996 - 2003 Working as a Translator in a translation bureau, producing various kinds of technical translations and specialising in translations related to the computer industry, which includes software, printers, copiers, DVD-Writers, CD-Writers, photo cameras, all-in-ones, etc.

1995–1996 Period of Training in Translation at the Company *Salvador Caetano* (national representative of Toyota Motor Corporation and BMW),

Vila Nova de Gaia, Portugal, doing essentially technical translations, focusing mainly on the components and assembly of buses.

1995 Period of Training in Translation at the University of Trás-os-Montes and Alto Douro, Vila Real, Portugal, Translation of a book entitled “Extension Strategies for Rural Development - Gender Sensitive Approaches” (Module 1), scientific editor, Prof. Artur Cristóvão.

OTHER ACTIVITIES

English lessons and translations.

COMPUTER SKILLS

Word, FrameMaker, Microsoft Publisher, Trados, Wordfast, PowerPoint, IBM Translation Manager

Curriculum vitae - Carla Ribeiro

PERSONAL INFORMATION

Name: Carla Goreti Pinto Ribeiro

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PORTUGAL



Civil Status: Married

Birth Date: 24 December 1971

Nationality: Portuguese

Phone no.: +351 309907309

Email: ce_tradutec@netcabo.pt

EDUCATION

1990 – 1992 Bachelor's Degree in Translation (French and English) at ISAI - *Instituto Superior de Assistentes e Intérpretes*.

1993 – 1994 *Curso de Estudos Superiores Especializados* in Interpretation and Simultaneous Translation (French and English) completed with a final mark of 16 at ISAI - *Instituto Superior de Assistentes e Intérpretes*.

PROFESSIONAL EXPERIENCE

2001 - Working as a freelance translator

1997 - 2003 Working as a translator and interpreter in a translation bureau, producing various kinds of technical translations and specialising in translations related to the medical, pharmaceutical, machinery, computer industries, literature for children, among others (mainly technical).

August 1996 Period of training in a Mental Health Clinic.

1993 – 1996 Worked as Interpreter and Translator (variety of fields) in a translation bureau

COMPUTER SKILLS

Word, FrameMaker, Microsoft Publisher, Trados, Wordfast PowerPoint, IBM Translation Manager

OTHER INFORMATION

Professional trainer in courses relating to translation and technical terminology.