
Stephania MATOUSEK

Brazilian Translator based in France

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WORK EXPERIENCE

AS A FREELANCER:

2006 up to **BRAZILIAN TRANSLATOR AND PROOFREADER FROM FRENCH AND ENGLISH**
now **65 books translated**

Publishing Houses: Vozes, Loyola, Aleph, Bertrand, Ediouro (Brazil)

Fields: fiction, psychology, history, sociology, education, self-aid, spirituality, biography

Published translations:

25 situações-problema na Educação Infantil, Denise Chauel, Isabelle Lagoueyte

Compreender e Interpretar Desenhos Infantis, Georges Cognet

Educação e sociologia, Émile Durkheim

Fortalecimento da Memória pelos Contos de Fadas, Martha de Sant'Anna

Heróis e maravilhas da Idade Média, Jacques Le Goff

Psicologia da Adolescência, Richard Cloutier, Sylvie Drapeau

Ensino Explícito e Desempenho dos Alunos, Clermont Gauthier, Steve Bissonnette, Mario Richard

Collection "Práticas para o bem viver" (23 titles)

Collection "Caderno de Exercícios ..." (28 titles)

Collection "Mandalas para colorir" (2 titles)

11 books proofread

Publishing Houses: Nova Fronteira, Aeroplano, Ediouro (Brazil)

Fields: novel, comics, essay, autobiography, journalistic texts, children books

Translation, proofreading and QM of press releases, technical catalogues, websites and various advertisement texts

Agencies: Transperfect (USA), LinguaPlus (Spain), Solten (France), Datawords (France), working with prestigious final clients

Fields: marketing, hospitality, beauty and fashion, construction/engineering (sanitary equipments)

2013-2014 **BRAZILIAN SOFTWARE TESTER**

Software/Application localization and testing for an end-client in the telecommunication field (Prague)

Validation of the applications' linguistic aspects on a localized operating system, verification of consistency within the whole application, checking if the format/layout are acceptable and if there is any functionality issue, using test cases and a bug tracking tool for L10N and i18n issues.

IN CORPORATIONS:

Jul 2012 - **CUSTOMER CARE REPRESENTATIVE**

Feb 2013 Infor Global Solutions (Prague)

Handling of incoming support calls in English/French/Portuguese, monitoring of various systems and mailboxes for customer Inquiries and validation of entitlement to services

Apr-Sep 2011 **DIRECTOR'S ASSISTANT**

Laura Ashley (Paris)

English-French translation of commercial documents, English-French interpreting service in

meetings, paperwork and secretary tasks, payroll, recruitment assistance, quotes and purchases

Apr-Jul 2008 **DIRECTOR'S ASSISTANT IN CLIENTS RELATIONS DEPT**
Crédit Agricole Asset Management (Paris)
Clients relations, Excel database input, Supervisory Board organization, clients contracts

EDUCATION

2010 **FRENCH LITERATURE** – Master's degree in Paris III/Sorbonne Nouvelle University
2007 **BOOK PUBLISHING** – Bachelor's degree in Federal University of Rio de Janeiro

LANGUAGES

BRAZILIAN PORTUGUESE – mother tongue
FRENCH – bilingual
ENGLISH – fluent
CZECH – basic knowledge

CERTIFICATIONS AND AFFILIATIONS

Alliance Française Certificate : DALF (2004)
Cambridge Certificates: CAE (2009) and CELTA (2013)
Member of SINTRA (Brazilian Translators Trade Union), member of Translators Without Borders
ProZ Certified Pro Translator

COMPUTER SKILLS

CAT Tools –Trados Studio 2014, Wordfast 6, SDLX, Transistor, X-Bench
Microsoft Word, Excel and Power Point, Adobe Acrobat.

PERSONAL ACTIVITIES

TRIPS AND LIFE ABROAD – Europe (2004) and Southeast Asia (2012), 2 years residence in Czech Rep.