

TATI BERTONI

TRANSLATOR & INTERPRETER

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Accomplished multilingual translation and interpreting professional with MSc in Scientific, Technical & Medical Translation from University College London and MBA in Project Management. Founded Bertoni Translations in 2015 to serve as a bridge between cultures, helping Brazilians and Italians in the UK navigate complex documentation, translation, and consular processes. Over 20 years' experience spanning teaching, translation, and interpreting across Brazilian Portuguese, English, and Italian. Deep understanding of the immigrant experience, having personally navigated qualification validation and professional establishment in the UK since arriving in London in 2005. Specialises in certified translations, consular assistance, legal and medical interpreting, and document legalisation services. ABRATES Certified Translator and ITI Qualified Member with proven expertise across medical, legal, technical, and commercial sectors. Passionate about ensuring language barriers never prevent talented individuals from achieving their dreams. Consistently achieves 2,500-word daily translation output whilst maintaining exceptional quality and treating every document with the care it deserves.

CORE COMPETENCIES

Translation & Interpreting

- Scientific, Technical & Medical Translation
- Consecutive Interpreting (Medical, Legal, Insurance)
- Subtitling & Audiovisual Quality Assessment
- Website Localisation & Software Translation
- Translation Memory & Termbase Creation
- CAT Tools (MemSource, SDL Trados)

Business & Administration

- Executive Support & Office Management
- Project Management & Delivery
- Client Relationship Management
- Financial Administration & Budget Control
- Event Planning & Travel Coordination
- Stakeholder Communication
- Social Media Marketing

Technical Skills

- Microsoft Office Suite & Google Workspace
- Translation Software & CAT Tools
- CRM Systems (Salesforce)
- Financial Systems (Workday, Concur)
- Collaboration Tools (Teams, Slack)
- Healthcare IT Systems
- Canva, CapCut, Teleprompter

PROFESSIONAL EXPERIENCE

Freelance Interpreter

Trustlate, London

May 2024 - Present

- Provide consecutive interpreting services for social services appointments, supporting vulnerable individuals and families
- Deliver accurate interpretation at local authority meetings, ensuring clear communication between residents and council officials
- Maintain strict confidentiality and impartiality whilst facilitating sensitive discussions regarding welfare, housing, and community support services

Freelance Interpreter

Amytis Translation, London

February 2024 - Present

- Deliver consecutive interpreting services for legal proceedings, ensuring accurate communication in a safe legal environment
- Provide interpretation for solicitor consultations, facilitating effective legal advice and case preparation
- Conduct interpreting for police interviews, maintaining neutrality and accuracy in law enforcement contexts
- Adhere to legal interpreting standards and professional codes of conduct

Translator/Interpreter and Founder

Bertoni Translations, London

October 2015 - Present

Company Mission: Bertoni Translations was founded to serve as a bridge between cultures, helping Brazilians and Italians in the UK navigate the complex world of documentation, translation, and consular processes. Drawing from personal experience of arriving in London in 2005 and overcoming the challenges of qualification validation and professional establishment, the company provides compassionate, expert language services to immigrant communities.

Core Translation Services:

- Provide certified translations for official documents, including diplomas, birth certificates, marriage certificates, and legal papers between English, Portuguese, and Italian
- Deliver complete Brazilian and Italian consular assistance, guiding clients through bureaucratic processes with empathy and expertise
- Perform document legalisation and FCDO (Foreign, Commonwealth & Development Office) apostille services
- Translate complex technical documents, research papers, and medical materials, maintaining accuracy and preserving technical terminology in accordance with industry standards
- Collaborate with subject matter experts, editors, and proofreaders to ensure error-free translations aligned with project specifications
- Manage concurrent projects whilst prioritising tasks to meet tight deadlines and deliver exceptional results
- Utilise advanced translation software and CAT tools to enhance efficiency and maintain consistency across projects
- Maintain a comprehensive understanding of scientific, technical, medical, and legal terminology through continuous professional development
- Adhere to strict confidentiality and ethical standards, including compliance with non-disclosure agreements

Interpreting Services - Specialist Areas:

- Medical Appointments & Hospital Visits: Provide consecutive interpreting for patient consultations, diagnostic procedures, treatment discussions, and hospital admissions, ensuring clear communication between healthcare professionals and patients
- Legal Consultations & Police Interviews: Deliver accurate interpreting services for legal proceedings, solicitor consultations, and police interviews, maintaining impartiality and confidentiality
- Insurance Claim Investigations: Conduct consecutive interpreting for insurance assessments and claim investigations, facilitating a comprehensive understanding between all parties
- Social Services & Council Meetings: Support vulnerable individuals in social services appointments and local authority meetings, ensuring their voices are accurately represented
- School Meetings & GP Registrations: Assist families with educational consultations and NHS registration processes, bridging language barriers in essential services

Geographic Service Coverage:

- Greater London (all 32 boroughs plus City of London) - in-person interpreting available
- Southeast England - regular on-site services
- Entire United Kingdom - remote interpreting and translation services
- International clients requiring UK-recognised certified translations
- Emergency interpretation services available with 24-hour notice

Business Development:

- Built Bertoni Translations from personal experience of navigating the UK immigration and qualification system as a Brazilian immigrant
- Serve London's Brazilian and Italian immigrant communities with nearly 10 years of dedicated support
- Provide a compassionate, client-centred approach that goes beyond technical translation to offer genuine understanding and guidance
- Treat every diploma, birth certificate, and consular document with exceptional care, recognising the dreams and opportunities they represent
- Proactively engage with corporate clients, healthcare providers, legal firms, and public sector organisations
- Cultivate and maintain long-term relationships with a diverse client base built on trust and shared cultural understanding

Key Achievements:

- Successfully established Bertoni Translations as trusted language service provider for Brazilian and Italian communities in London
- Built reputation for combining technical expertise with deep empathy for the immigrant experience
- Maintained 100% on-time delivery record for urgent medical and legal interpretation assignments
- Developed specialised glossaries for healthcare, legal, and consular terminology in three languages
- Helped hundreds of families and professionals achieve their UK documentation and translation goals

Executive Assistant

Oracle Health (formerly Cerner Corporation), London

April 2018 - January 2024

- Provided comprehensive administrative support to C-suite executives in marketing, business development, and sales divisions within the healthcare IT sector
- Demonstrated extensive knowledge of IT and healthcare industries, including regulatory requirements and industry-specific terminology
- Managed complex calendars, coordinating international meetings across multiple time zones
- Prepared and edited high-level presentations, board reports, and executive briefings using Microsoft Office and Google Suite
- Coordinated extensive international travel arrangements and processed expense reports through Concur
- Leveraged advanced proficiency in enterprise systems including Salesforce, Workday, Microsoft Teams, and Slack
- Maintained confidentiality whilst handling sensitive corporate information and strategic business communications
- Worked autonomously and collaboratively within cross-functional teams, demonstrating exceptional attention to detail

Key Achievements:

- Successfully supported senior executives through major company acquisition and integration
- Streamlined meeting coordination processes, reducing scheduling conflicts by 40%
- Managed travel arrangements for international conferences with budgets exceeding £50,000

Translator & Interpreter/Office Manager/Senior Executive Assistant

Hyde Park Dental Clinic Ltd, London

December 2010 - March 2018

- Delivered exceptional customer service and comprehensive managerial support across all departments
- Managed confidential patient records and databases in compliance with GDPR and healthcare regulations
- Coordinated internal communications between clinical teams, ensuring seamless information flow with clients and suppliers
- Led HR initiatives including recruitment, onboarding, and training programmes for new staff members
- Managed bookkeeping functions and generated purchase orders for dental supplies and equipment
- Recorded detailed meeting minutes and maintained accurate documentation
- Provided Portuguese and Italian interpreting services for international patients
- Ensured smooth daily operations supporting dental practitioners and support staff

Key Achievements:

- Implemented new patient management system, improving appointment efficiency by 30%
- Successfully managed office operations during clinic expansion from 2 to 5 dental surgeries

Freelance Interpreter

Global Voices UK, London

November 2015 - March 2018

- Provided consecutive interpreting services for insurance investigation cases
- Delivered consultative support ensuring accurate communication and understanding in sensitive insurance matters
- Maintained strict impartiality and confidentiality throughout investigation processes

Freelance Interpreter

GTS Grampian Translation Services, London

September 2015 - August 2016

- Specialised in translating HR documentation and corporate templates from English to Brazilian Portuguese
- Utilised MemSource translation memory software to ensure consistency and efficiency
- Provided expert consultation on Brazilian Portuguese terminology and cultural adaptation

Translator/Interpreter (Volunteer)

Heal Our Land Ministries, London

January 2015 - December 2018

- Delivered consecutive interpreting services for religious services and community events
- Translated written materials including scripts, publications, and educational materials
- Supported multicultural congregation with comprehensive linguistic assistance

Translator & Interpreter/Office Coordinator/Executive Assistant

Dr Haus Dermatology Clinic Ltd, London

April 2014 - March 2016

- Managed relationships with high-net-worth individual (HNWI) clients, ensuring discretion and premium service delivery

- Handled sophisticated phone communications and correspondence in multiple languages
- Coordinated complex international travel arrangements and sponsor collaborations
- Managed commitments with VIP clients whilst maintaining absolute confidentiality
- Led financial accounting functions including budget monitoring and report generation
- Controlled stock inventories for medical supplies and specialist dermatology equipment
- Provided interpreting services for international patients seeking aesthetic and medical dermatology treatments

Audiovisual Translator

IBF - International Broadcast Facilities, London

2014

SDI Media, London

2013

- Managed a comprehensive subtitles proofreading project for the DHL corporate training programme, encompassing 27 short films
- Executed quality assurance subtitling project for four episodes of NBCUniversal television productions (180 minutes total)
- Ensured accuracy, timing, and cultural appropriateness of subtitles across multiple genres

Translator/Interpreter and Language Tutor

Various Institutions, London, UK and Milan, Italy

2008-2013

- Conducted group language classes for all proficiency levels at UIC London
- Provided private Portuguese and Italian tuition at Credit Suisse Bank through Conversation Piece Ltd
- Delivered corporate language training at Green Parrot Language Training
- Taught one-to-one classes at Lingua Direta Language School
- Instructed business English groups at IBE - Intensive Business English School
- Provided corporate language training through Adecco Training Agency

EDUCATION

Master of Business Administration (MBA) - Project Management

2023

University of São Paulo (USP/Esalq), Brazil

MSc Scientific, Technical & Medical Translation with Translation Technology

2015

University College London (UCL)

PGDip Translation Preparation Course (Level 7)

2012

University of Westminster / CloL - Chartered Institute of Linguists

PGDip English Language

2002

University of Franca (UNIFRAN), Brazil

BA (Hons) Translation and Interpreting

2001

University of Franca (UNIFRAN), Brazil

PROFESSIONAL MEMBERSHIPS

- ITI - Institute of Translation and Interpreting
- ATA - American Translators Association
- ABRATES - Associação Brasileira de Tradutores e Intérpretes
- PMI - Project Management Institute

LANGUAGES

- Portuguese (Brazilian): Native
- English: Fluent (C2)
- Italian: Fluent (C2)

ADDITIONAL INFORMATION

- Working Rights: British Citizen
- Availability: Immediate
- DBS Check: Available upon request
- Professional Indemnity Insurance: Fully covered

References available upon request