

Sworn and Certified Translator

Sworn and Certified Translator with an established professional career working primarily between Portuguese and English (both directions). Qualified Member (MITI) of the Institute of Translation and Interpreting (ITI), the United Kingdom's leading independent professional association for translators and interpreters, with internationally recognized membership awarded to experienced and highly skilled professionals.

Specializes in legal, academic, and technical translation, with experience also covering institutional, corporate, and official documentation. Active in the translation market since 2021, with extensive work on documents submitted to the United States Citizenship and Immigration Services (USCIS), including legal instruments, contracts, certificates, financial records, academic transcripts, patents, and official registries. Has translated thousands of pages and contributed to international projects focused on training artificial intelligence systems.

Brings experience in coordinating translation teams, ensuring quality assurance, terminological consistency, and compliance with professional standards. Registered as a Sworn Public Translator and Commercial Interpreter with the Commercial Registry of the State of Rio de Janeiro (JUCERJA). Holds Cambridge Proficiency in English (C2), DELF B2 in French, and has occasional professional experience involving Spanish. Also holds a Law degree from the Federal University of Rio de Janeiro (UFRJ), with academic research in International Public Law, and has participated in major international events such as the Rio 2016 Olympic Games, the G20 Education Working Group, and the BRICS+ University Rectors' Forum.

PROFILE

- Strong communication skills and interpersonal abilities;
- Sworn and certified translator;
- Experience in multicultural environments and working with multiple nationalities;
- Familiarity with a wide range of document types;
- Interest in International Politics and International Law;
- Skilled in drafting and translating texts, as well as coordinating teams;
- Proficient in Word / Excel / Adobe Acrobat / Trados / Smartcat, among others;

PROFESSIONAL EXPERIENCE

Professional Intern – Court of Justice of the State of Rio de Janeiro 20th Criminal Court and Jury Court

October 2017 – October 2019

Worked directly with the judge in chambers. Responsibilities:

- 1 – Drafting Judgments and Orders: Entered party information into criminal case files. Provided legal reasoning. Transcribed audio from hearings. Calculated sentencing.
- 2 - Hearing Scheduling: Organized hearings according to court directives. Collected information from involved parties. Recorded details and specific notes for each case to assist the judge.
- 3 - Court Assistance During Sessions: Organized the order of hearings on the docket. Maintained direct contact with lawyers, defendants, prosecutors, the judge, and clerks, while performing additional tasks as required.

Scripta Consulting – Translator

March 2021 – May 2022

Specialized in translating documents and petitions from Portuguese, Spanish, and French into English for submission to the United States Citizenship and Immigration Services (USCIS) in the Green Card (EB-2 visa) process. Translated documents included: contracts of various types, patents, tax declarations and financial documents, newspapers and articles, flight and medical records, commercial proposals, military documents, birth, marriage, and death certificates, professional certificates, and academic transcripts.

Ajasix Consulting - Translator

May 2022 – December 2025

Translated documents such as: Contracts of various types, patents, tax declarations and financial documents, newspapers and articles, flight and medical records, commercial proposals, military documents, birth, marriage, and death certificates, professional certificates, and academic transcripts. Documents were submitted to USCIS for Green Card (EB-2 visa) applications. Most translations were from Portuguese to English, but also from Spanish and French to English.

→ August 2023 – 2025 – Team Coordinator / Translator

In addition to the above, responsible for coordinating a team of four experienced translators. Responsibilities included document analysis, assessing difficulty levels, organizing folders and files, assigning documents according to individual translator strengths, and noting client/document-specific requirements.

Freelancer Translator and Proofreader

May 2025 – Present

Freelance translator and proofreader on projects focused **on humanized translation and revision for AI training systems**. Experience includes platforms such as Flitto and Cactus Global, with an average output of 35,000 words per week. Work emphasizes accuracy, terminological precision, and compliance with linguistic localization, grammar, and style standards.

Liaison Officer – G20 Education Working Group

July/2024

Served as Liaison Officer for the official delegations from the Ministries of Education of Japan and Indonesia during the G20 Education Working Group meeting, an international forum comprising the 20 largest economies in the world. The event was jointly organized by the Brazilian Ministry of Education and the Ministry of Foreign Affairs. Responsibilities included accompanying delegates during their stay in Rio de Janeiro, providing transportation, booking restaurants and hotels, serving as translator, organizing bilateral meetings with other delegations, and assisting with any other matters that arose.

Liaison Officer – BRICS+ University Rectors’ Forum

June/2025

Served as Liaison Officer for official representatives from the “China University of Petroleum” in Beijing during the International University Rectors’ Forum for BRICS+ countries (emerging economies including Brazil, Russia, India, China, South Africa, and others), held in Rio de Janeiro and organized by the Rector’s Office of the Federal University of Rio de Janeiro. Responsibilities included accompanying delegates during their stay, providing transportation, booking restaurants and hotels, serving as translator, organizing bilateral meetings with other delegations, and assisting with any other matters that arose.

World Youth Day Rio 2013 – Parish Volunteer

July/2023

Worked at the Parish of Nossa Senhora do Loreto (one of the largest and oldest parishes in the West Zone of Rio de Janeiro) during the event. Activities included translating from English and Spanish into Portuguese, guiding and assisting international visitors during event activities, and receiving and storing equipment and personal belongings of visitors upon their arrival in Brazil.

Rio 2016 Olympic and Paralympic Games- Volunteer - Welcome Center

August/2016

Assisted at the Welcome Center by greeting athletes, providing guidance on the Olympic Village, and supporting their needs during entry and departure from the Village. Additionally, served as a translator, providing interpretation and language support from English and Spanish to Portuguese to facilitate communication between athletes, staff, and organizers.

Volunteer Teaching Assistant – Public International Law – National Law School August 2024 – December 2024

Worked directly with the professor in the courses Public International Law I and II. Responsibilities included preparing teaching materials such as study guides, summaries, and exercises. Delivered lectures on topics including Sources of International Law, Law of Treaties, International Legal Personality, State Succession, and Consular and Diplomatic Relations Law for Public International Law I. For Public International Law II, covered topics such as International Organizations, Humanitarian Law, Law of Armed Conflicts, and Maritime Law. Prepared review sessions before exams, clarified student doubts, and provided additional support as needed.

EDUCATION

- High School – Centro Educacional Luiz de Camões (Rio de Janeiro, RJ, Brazil);
- Bachelor of Laws – National Faculty of Law, Federal University of Rio de Janeiro (UFRJ);
 - Selected for the UFRJ International Law Research Group (GPDI) – July 2024 – December 2024;
 - Thesis: “The Internalization and Implementation of United Nations Security Council Sanctions in Brazilian Law” – Awarded Highest Grade and Nominated for UFRJ Santiago Dantas Prize for Best Legal Thesis of the Year;
- ILAC English School, Canada – Completed Module 17 (Proficient);
- Alliance Française – Currently attending Expert Module (C1);
- Brazil-Japan Cultural Institute – Currently attending Intermediate Module.

CERTIFICATES AND ACCREDITATIONS

- Cambridge Certificate of Proficiency in English (CPE) – C2;
- Japanese Language Proficiency Test (JLPT) – N5;
- Diploma in French Language Studies (DELF) – B2;
- Sworn Public Translator and Commercial Interpreter – Registered with the Commercial Registry of the State of Rio de Janeiro / JUCERJA No. 273
- Qualified Member – MITI – Institute of Translation and Interpreting – UK – Membership No. 00029978

LANGUAGES

- Portuguese – Native;
- English – Proficient/Fluent (C2 – Cambridge Standard);
- Spanish – Advanced (Strong oral and written comprehension);
- French – Advanced (B2 – DELF Standard);
- Japanese – Basic (N5 – JLPT Standard);