



José Fonseca

 Professional Freelance Translator

 <http://desk786.com> - Lisbon, Portugal

 maxilog@gmail.com

 +351-962 637 414

* Skills

OpenOffice, MS Office

100%

CAT Tools

90%

Web Design: HTML5, CSS3, Javascript, jQuery, Bootstrap

90%

PHP, Python, SQL, MySQL

90%

Languages

English



Portuguese



Spanish



French



Work Experience

Translator, Proofreader, Subtitler, QA - <http://www.desk786.com>



1986 - **Current**

Freelance translation work in the following fields:

LAW & FINANCE

Deeds, Powers of attorney, Witness Statements, Letters of Request, Courts documents, Annual Reports, Audit Reports, Financial Statements, Notes to the Financial Statements, Contracts, Call for bids, Commercial letters, Investment Reports, Business Reports, Newsletters.

MARKETING AND CORPORATE COMMUNICATIONS

Powerpoint presentations, Advertising Brochures, Newsletters, General communications, Websites, Leaflets & Posters, Contracts, Catalogues, Letters & Emails, Institutional documents.

MEDICAL

Medical Charts, Documents attached to medical supplies, Medical insurance documents, Informed Consent Forms, Hospital discharge papers, Scientific publications, Medical records, Hospital records, Regulations and legislations, Clinical study reports, Clinical protocols, Clinical Trials, Medical reports, Scientific research, Test and analysis results.

TECHNICAL AND INDUSTRIAL

Technical Manuals, Technical specifications, User Manuals, Safety Manuals, Tender documentation, Protocols, Inspections, Materials testing, Publicity and advertising.

PERSONAL DOCUMENTS

Birth certificates, Death certificates, Diplomas, Academic transcripts, Marriage certificates, Divorce Certificates, Adoption papers, Passports, Citizenship and naturalization papers, Tax records, Insurance policies, Powers of attorney, General letters and texts.

Caixa BI, SA

 2008 - 2009

IT Consultant for the Business Recovery Plan of this financial institution.

Maxilógica, Lda

 1997 - 2007

IT solutions, IT Consultancy & Network Support for small to medium-sized companies.

Manufacturers Hanover, Chemical Bank, Chase Manhattan Bank

 1984 - 1996

IT Manager. Permanent contacts with the Head Office in New York and the Systems Department in London. I was in charge of the implementation of all systems for the Head Office/Central Bank Reporting.

ITT – Standard Elétrica

 1980 - 1984

Electronic Data Processing Department: Systems Operator, Programmer, Systems Analyst.

ITT – Standard Elétrica

 1978 - 1979

Accounting Department.

Banco Comercial de Angola (Mozambique)

 1974 - 1977

Foreign Exchange Department.



Education

Instituto Comercial de Lourenço Marques

 Forever

Bachelor of Accounting & Finance

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