LORENA ALMEIDA

ENGLISH/PORTUGUESE LANGUAGE SPECIALIST

EMAIL | LINKEDIN | UPWORK | PROZ

SUMMARY

Dedicated English/Portuguese translator, proofreader and LQA tester with a strong background in Law, Healthcare, Engineering, and Finance. 12 years of experience translating, proofreading, transcribing, reviewing and providing writing services for companies and projects focused on Education, Engineering, Investments, Marketing, Sales, Tech, Accounting, Laws and Policies, Government and Environmental Regulations, Medical Care, HR and Scientific Research.

WORK EXPERIENCE

FREELANCE TRANSLATOR, PROOFREADER, TRANSCRIBER AND LQA TESTER | 2014 - Present

- Provided translation, localization, proofreading, and MTPE services to over 200 clients in advertising, e-commerce, law, engineering and e-learning.
- Prepared bilingual marketing materials and transcreated ad copy for campaigns that saw an average uplift of 15% in target-market engagement (client-reported metric).
- Achieved a client success rate of 100% on Upwork (Top Rated Plus) by maintaining accuracy and cultural relevance in 180 translation tasks.
- Translated over 500 pages of academic research papers, maintaining subject accuracy and clarity.
- Translated tourism brochures, hotel websites, and travel guides into Portuguese.
- Translated and double-checked over 5,000 pages of fictional and biographical works for literary agencies and independent authors.
- Specialized in cultural adaptation, ensuring translated content resonated with target audiences.
- Translated brochures, courses and guides advising medical professionals on how to use, handle, store and maintain life-saving medical respiratory devices for newborns and young children, which were used in several healthcare facilities in the Amazon and remote northern Brazilian communities.
- Transcribed educational and technical training materials for Brazilian, American and English schools and companies.
- Translated product descriptions and blog content for e-commerce platforms.
- Used CAT tools like Trados, MemoQ, SmartCat, Phrase and CafeTran to improve translation efficiency and consistency.
- Translated and localized UI strings, marketing copy, legal notices, help articles, and technical documentation for SaaS and mobile applications
- Translated and proofread clinical trials, patient information leaflets, pharmaceutical product profiles (PILs), EMA submissions (QRD templates) and medical case reports.

LEGAL TRANSLATOR | 2020 - 2026
AVO TRANSLATIONS

- Translated immigration documents, including birth/marriage certificates, bank statements, passports, and academic transcripts, ensuring strict compliance with international immigration authorities.
- Produced certified translations of official legal records, maintaining 100% accuracy to prevent application delays.
- Processed and translated visa application materials, maintaining strict confidentiality and absolute formatting consistency with embassy guidelines.

TECHNICAL TRANSLATOR | 2022 - Present
GROUNDPROBE

- Translated marketing materials, sales content, instructional manuals and technical documentation for mining, rock excavation, rock drilling, rock processing equipment and real-time geohazard, geotechnical, and structural monitoring radars.

TRANSLATOR, TRANSCREATOR AND LQA EVALUATOR | 2021 - Present
PAYONEER

- Translated Payoneer's interfaces (app and website), internal memos, and blog articles
- Applied QA and linguistic review for product releases; reduced post-launch linguistic issues by 35% through pre-release checks
- Collaborated with cross-functional teams to develop and implement a localization strategy enhancing brand voice and cultural alignment.

TRANSLATOR AND PROOFREADER | 2019 - 2026
MINITOOL

- Translated software interfaces, guides, and troubleshooting for software solutions focused on backup, disk and partition management, file and data recovery and video editing.
- Delivered technical translations for software documentation, improving user adoption rates.

TRANSLATOR AND PROOFREADER | 2018 - 2019
BROCKTON SCHOOL DISTRICT, MASSACHUSETTS

- Translated and proofread documents, forms and reports to help facilitate high quality educational programs and services for Portuguese-speaking students with special needs and their parents.

LEGAL TRANSLATOR | 2014 - 2016
ALPHA TRANSLATIONS

- Translated technical manuals, legal documents, and marketing content for international clients.
- Provided translations for contracts and business agreements, ensuring 100% compliance with client requirements.

CASE MANAGER | 2011 - 2013
UFBA'S SUPPORT CENTER FOR MIGRANTS AND REFUGEES (NAMIR)

- Assisted and organized efforts and orientation programs for migrants and refugees to facilitate the process of resettlement and integration.

PUBLIC DEFENDER LEGAL ASSISTANT | 2008 - 2010
STATE PUBLIC DEFENDER'S OFFICE

- Assisted in trial preparations by performing duties such as: independently compiling trial notebooks, assembling and marking exhibits and needed documents.
- Established and maintained office filing systems to organize case files.
- Drafted and edited legal documents and composed daily correspondence.

EDUCATION

ASSOCIATE DEGREE 2015 - 2017
Translation and Interpretation
Associação Alumni US-BR Binational Center

CONTINUING EDUCATION 2013
Legal English - English Language and Literature
FGV - Faculdade Getúlio Vargas, Brazil

BACHELOR OF LAWS 2005 - 2010
UFBA - Universidade Federal da Bahia, Brazil

KEY SKILLS

- Portuguese – Native
- English – C2 / Full professional experience
- Microsoft Office
- Adobe Photoshop / InDesign
- HTML/CSS
- Trados
- MemoQ
- CafeTran
- Wordfast
- Phrase
- Smartcat
- XLF/PO resource files
- Detail-oriented with strong linguistic judgment and cultural sensitivity
- Process-driven: experienced in establishing scalable localization workflows

KEY CLIENTS

- PAYONEER
- AMERICAN EAGLE
- SINOSURE
- SANDVIK
- MONDE SELECTION
- SANTA CLARA COUNTY OFFICE OF EDUCATION (SCCOE)
- EB3.WORK
- CYBERVANCE
- PLASTIFORM
- JUSTMARKETS
- LINGODA
- VAYU GLOBAL HEALTH
- PRONTO INTERNATIONAL

RATES

TRANSLATION
US$ 0.05 per word

PROOFREADING
US$ 0.02 per word

MTPE
US$ 0.03 per word

TRANSCRIPTION
US$ 60 per hour