

Curriculum Vitae

Personal information

First name(s) / Surname(s) **Eugenia Lourenco**
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Fax(es)
E-mail eugenialourenco@yahoo.com
Date of birth 06/12/1976
Gender Female

Desired employment / Occupational field

Translator/Linguist/Reviser

Work experience

Date	Since 02/11/2018
Occupation or position held	Legal and financial translator for Banco de Portugal
Main activities and responsibilities	Work includes the translation from and into Portuguese of financial and banking reports, bulletins, reviews, statistics, as well as of financial and banking legislation.
Name and address of employer	Banco de Portugal - Rua do Comércio n.º 148 - 1149-017 LISBOA
Type of business or sector	Banking sector
Date	02/11/2000 to 31/10/2018
Occupation or position held	Tax Technician, translator and linguist for the Portuguese Tax Ministry
Main activities and responsibilities	Work includes the translation from and into Portuguese of tax legislation, tax-specific OECD regulations and reports, translation of the bilateral and multilateral negotiations concluded between Portuguese and other countries with respect to taxed (tax avoidance agreements, conventions for avoidance of double taxation, exchange of information agreements). Also, member responsible for the revision and editing of official publications issued by the Portuguese Centre for Tax and Customs Studies (<i>Boletim de Ciência e Técnica Fiscal</i> and <i>Cadernos de Ciência e Técnica Fiscal</i>)
Name and address of employer	Autoridade Tributária e Aduaneira - Rua do Comércio n.º 49 - 1149-017 LISBOA
Type of business or sector	Tax collection, implementation of tax legislation, Portuguese and European tax system

Education and training

Date	2012
Title of qualification awarded	Masters in law
Principal subjects/occupational skills covered	Law skills, legal language domain; skills on institutional and governmental institutions and legal matters
Name and type of organisation providing education and training	Faculty of Law of Coimbra
Level in national or international classification	Master's degree (average: 13/20)

Date 2010

Title of qualification awarded Degree in law

Principal subjects/occupational skills covered Law skills, legal language domain; skills on institutional and governmental institutions and legal matters

Name and type of organisation providing education and training Institute for Higher Education Bissaya Barreto – Coimbra

Level in national or international classification Degree (average: 15/20)

Date 2005

Title of qualification awarded Post-graduation in translation

Principal subjects/occupational skills covered Language education and learning; Translation skills

Name and type of organisation providing education and training Faculty of Arts at the University of Coimbra

Level in national or international classification Post-graduation (average: 15/20)

Date 2003

Title of qualification awarded Post-graduation in descriptive linguistics (incomplete master thesis)

Principal subjects/occupational skills covered Language education and learning, linguistic skills

Name and type of organisation providing education and training Faculty of Arts at the University of Coimbra

Level in national or international classification Post-graduation (average: 17/20)

Date 1999

Title of qualification awarded Degree in languages (English and German)

Principal subjects/occupational skills covered Language education and learning

Name and type of organisation providing education and training Faculty of Arts at the University of Coimbra

Level in national or international classification Degree (average: 13/20)

Other language(s)

Self-assessment

European level (*)

English

German

French*

Spanish

Understanding				Speaking				Writing	
Listening		Reading		Spoken interaction		Spoken production			
C1	Proficient user	C2	Proficient user	C1	Proficient user	C2	Proficient user	C2	Proficient user
C1	Proficient user	C2	Proficient user	B1	Independent user	B2	Independent user	B2	Independent user
C1	Proficient user	C2	Proficient user	C1	Proficient user	B2	Independent user	C1	Proficient user
B1	Independent user	C1	Proficient user	C1	Proficient user	C1	Proficient user	B1	Independent user

(*) [Common European Framework of Reference for Languages](#)

* French course at Alliance Française in Portugal.

Social skills and competences

Team work: I have worked along with other translators in huge translation projects with tight deadlines.

Language
translation/proofreading/revision pairs:

English, German, French and Spanish into Portuguese;
Portuguese into English

Areas of expertise:	I have a large experience with the translation of medical equipment and devices. A few years back, I worked for a worldwide renowned medical equipment company (Xerox – UK) as a freelance translator and my tasks covered mainly the translation of operation manuals for several healthcare devices and solutions. This project lasted for several years (ca. 5 years), so the total amount of words translated for this company alone is significant. Besides that, I also have regular clients for the translation of inquiries for clinical trials and research, IFUs and leaflets, regulatory texts, as well as for the translation of material safety data sheet for medical equipment. As a result, I am well aware of the EU and Portuguese medical legislation and regulatory authorities' requirements in force for the use of medical equipment in Portugal (e.g. Regulation (EU) 2017/745, Infarmed licensing requirements, etc.). Since I've initiated my activity as a freelance translator, a great part of the translation requests I receive are from the automotive industry (especially in the translation of documentation that accompanies the manufacturing and exportation of vehicles, from technical specifications to user manuals and marketing materials, safety instructions, standard operating procedures, websites and digital content, installation guides). Recently, with the evolution of Artificial Intelligence, this field has widened and thus my experience has broadened to the translation of automation and robotics (from self-driving cars to automation in medical devices and the use of machine learning in customer support and virtual assistant products). Meanwhile, I specialised in the translation of banking and financial documents (such as ETFs, commodities, Forex, financial statements, PRIIPS, KIIDs, investment funds and annual reports, etc.) and legal contracts, legislation and other legal documents, financial texts and reports. These specialisations are the result of my large working experience at the Portuguese Ministry of Finance and the Portuguese Central Bank, as well as from my bachelor's and master's degrees in Law. In my field of specialisation, I've been part of the translation teams of the winning tenderers in translation tender procedures of the European Commission (since 2019) and the European Parliament (since 2014). Since November 2018, I've been working as a linguist and translator for Banco de Portugal working mainly in the translation of banking and financial reports, bulletins, economic reviews and statistics. Before that, I worked for the Portuguese Ministry of Finance from November 2000 to October 2018 as a tax technician, a linguist and translator, where my main task is to translate OECD reports and models into Portuguese. Also, I was in charge of the translation of tax treaties Portugal ratified. My duties there covered also the translation into English of Portuguese tax and financial legislation, and the participation in international negotiations/meetings. Another part of my duties included the revision and edition of the publications of the Centre for Tax and Customs Studies, a department of the Portuguese Ministry of Finance: <i>Boletim de Ciência e Técnica Fiscal</i> and <i>Cadernos de Ciência e Técnica Fiscal</i>. Examples: Non-official translations of OECD reports upon request of the Portuguese Ministry of Finance: "Corporate Loss Utilisation Through Aggressive Tax Planning" (2011) "Tackling Aggressive Tax Planning Through Improved Transparency and Disclosure" (2011) "Effective Inter-Agency Co-operation In Fighting Tax Crimes and Other Financial Crimes" (2012) Official publications of the Centre for Tax and Customs Studies where the applicant acted as reviser and/or translator: <i>Boletim de Ciência e Técnica Fiscal</i> no. 427 – January/December 2011 <i>Boletim de Ciência e Técnica Fiscal</i> no. 428 – January/June 2012 <i>Boletim de Ciência e Técnica Fiscal</i> no. 429 – July/December 2012 <i>Boletim de Ciência e Técnica Fiscal</i> no. 430 – January/June 2013 <i>Boletim de Ciência e Técnica Fiscal</i> no. 431 – July/December 2013 <i>Cadernos de Ciência e Técnica Fiscal</i> no. 210 (Portuguese version of the OECD Model Tax Convention 2010) <i>Cadernos de Ciência e Técnica Fiscal</i> no. 214 (Collection of the latest Double Taxation Conventions concluded by Portugal) <i>Portuguese Tax System</i> (extended version for publication at the website of the Portuguese Ministry of Finance)
Computer software:	Windows 2016
Computer skills and competences:	Competent with most Microsoft Office programmes and some experience with HTML. Extended experience with CAT tools (SDL Trados 2024, MemoQ, Smartcat, Phrase, Wordfast Anywhere, Across, Xrft)

Additional information

PUBLICATIONS

2003

'As Faces da Ironia : para uma análise crítica do uso da ironia em contexto institucional'
Actas do XIX Encontro Nacional da APL – Faculty of Arts at the University of Lisbon

2003

'Para uma avaliação da teoria da «reciproca transfusão parcial» proposta por Sebastião Rodolfo Dalgado'
Actas do III Encuentro Anual de la Asociación de Criollos de Base Léxica Portuguesa y Española ACBLPE 2003 – University of A Coruña

ATTENDED SEMINARS (language skills related)

2004

Workshop about **Social history and the structure of Papiamentu**
with **Professor Phillippe Maurer from the University of Zurich**
Faculty of Arts at the University of Coimbra

2003

XIX Encontro Nacional da Associação Portuguesa de Linguística (APL) – National Meeting of the Portuguese Linguistic Association
Faculty of Arts at the University of Lisbon

2003

III Encuentro Anual de la Asociación de Criollos de Base Léxica Portuguesa y Española - ACBLPE 2003
University of A Coruña (Spain)

2003

Workshop about **Indo-Portuguese** with **Prof. Clancy Clements from the University of Indiana EUA**
Faculty of Arts at the University of Coimbra

2000

«Pesquisa Terminológica e bibliográfica na Internet para fins de tradução técnica» (terminology and bibliographic research on the Internet for technical translations)
Workshop with Dr. Luiz Hoepner
Faculty of Arts at the University of Coimbra

2000

«O avesso da tradução : o lado económico e financeiro da profissão» (Seminar about the economic and fiscal side of a job in translation)
Seminar with Danilo Nogueira
Faculty of Arts at the University of Coimbra

2000

«Becoming a translator» seminar with Prof. Douglas Robinson
Faculty of Arts at the University of Coimbra

2000

«As unidades de medida na tradução : um curso prático para tradutores» (seminar about measure units in translation)
Seminar with Engineer João Roque Dias
Faculty of Arts at the University of Coimbra

Translation jobs:

Clients include:

- OECD
- Portuguese Ministry of Finance
- Banco de Portugal
- Xerox (UK)

Freelance translator for several translation agencies around the world:

- Alpha Fachübersetzer (France)
- Alpha Translations (Spain)
- Amanara Translations (UK)
- Applied Languages (UK)
- B-Lingo (Malaysia)
- Bedford Translations (UK)
- Capita Translations (UK)
- Consenso (Portugal)
- Delta Lingua, Ltd (Portugal)
- Eurologos (UK and Portugal)
- Euroscript (Portugal)
- E-Word Translations (Hungary)
- Eriksen (USA)
- High Tech Passport (USA)
- Intertranslations (Greece)
- Linguaset (UK)
- NEC Traducionnes (Spain)
- ORCO Translations (Greece)
- Tradução de Conceitos Lda (Portugal)
- Translate Media (UK)
- Translate Plus (UK)
- Translator Legal and Financial (Spain)
- Trans-Tech Translations (Germany)
- Upwords (Portugal)

THE APPLICANT,

A handwritten signature in black ink, appearing to read 'Eugenia Lourenco', with a stylized, cursive script.

EUGENIA LOURENCO