

# Susana Alves

Free Lance Translator at HRS Hotel Reservation Service

W: <http://www.worky.com/susana-alves2>

+ esposende magazine founder. proof editing and editorial coordinator. translation. journalism.

## Susana Alves's Professional Experience

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2012 - Present

### HRS Hotel Reservation Service - Free Lance Translator

Translates and verifies linguistic accuracy of texts from English to Portuguese  
Reading through original material and rewriting it in the target language, ensuring that the meaning of the source text is retained;  
Proofreading and editing final translated versions;  
Using the internet and email as research tools throughout the translation process;  
Prioritising work to meet deadlines;

Key Skills

internet, portuguese

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2008 - 2010

### Papiro Editora - Editor

Editors review, rewrite and edit the work of writers. Planning the content of books, whilst reviewing and editing drafts; offer comments to improve the work and suggest possible titles. Oversees the production of publications; works with the marketing department to prepare the launch of the book and presentation events. Reviews proposals for books.

Key Skills

Marketing

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2007 - 2010

### EsposendeRádio - Journalist

As a journalist, the primary function is to seek out news and bring them out to the public, presenting the stories in a clear, engaging style. The job includes attending press launches, council meetings and other events; interview people by phone or in person; respond to tip-offs, calls and news releases; record notes in shorthand or on tape. Besides the pressures of working to deadlines and getting stories out ahead of competition, a journalist must keep the stories balanced, fair and lawful.

As a radio journalist, I was also focused on broadcasting and presenting news and author programs.

Developed experience in production tools and audio editing software – Adobe and Sony.

Responsible for the radio's social media – Twitter, Facebook, and blog, on current affairs and special events.

Key Skills

broadcasting, journalist

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2006 - 2010

### Farol de Esposende - Journalist

Responsible for the weekly edition of a local newspaper.

Working with sub-editors and shape the reporters work and add deadline feature writers, as well as dealing with columnists and commentators, and the graphics team.

Engaged in current affairs; appreciation of the way news is presented by different outlets.

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## Susana Alves's Education and Qualifications

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2013

**Bachelor/Degree - , Digital Marketing**  
**European Institute of Communications**

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**Bachelor/Degree - , Media Studies**  
**Minho University**

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**Susana Alves's Additional Information**

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**Links**

**Linkedin Profile - <http://www.linkedin.com/in/susanaalves>**

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**Interests**

Literature, Traveling, Cinema

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