

LARISSA OLIVEIRA CARDOSO

CURRICULUM VITAE

CONTACT:

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FORMAL EDUCATION

- 2016-2019* **Master's degree in Translation Studies**
University of Brasília (UnB) - Brasília, Brazil. April 2019
Thesis title: A avaliação da tradução de rótulos de produtos da empresa Mary Kay cosméticos à luz dos processos de internacionalização
- 2012-2015* **Bachelor's degree in International Relations**
Catholic University of Brasilia (UCB) – Brasília, Brazil. March 2016
Cumulative average: 8.7/10
Final Research Project approved with 9.5/10

CERTIFICATIONS

- June-July2015* **Summer exchange program – Ottawa, Canada**
CLLC – Ottawa, Canada.
○ Certification in General English Immersion Pre-Advanced level
- 2012-2015* **Spanish course**
Instituto Cervantes, Brasília, Brazil.
○ Certification in Spanish course – A1 to C1
- June-July2012* **Winter exchange program – Buenos Aires, Argentina**
COINED – Buenos Aires
○ Certification in Spanish course level A2
- 2006-2012* **English course**
Cultura Inglesa, Brasília, Brazil.
○ Certification in English course – A1 to C1

FOREIGN LANGUAGES

- Portuguese** Native
- Spanish** Near-native. C1 on DELE exam, May 2016
- English** Advanced level. 88 on TOEFL exam, September 2020

RESEARCH INTEREST

- *Bilingualism*
- *Spanish Second Language Acquisition*
- *Translation Studies*
- *International Relations*

POSITIONS HELD

*March 2020 –
June 2021*

English and Bilingual Program Teacher

Colégio Objetivo - Brasília, Brazil

- Prepare and teach English courses for both children and adults. Level A1 to B1
- Substitute teacher in the Bilingual Program for kindergarten and 1st to 3rd grades.

*August 2018 –
December 2018*

Teacher's Assistant

University of Brasília – Brasília, Brazil

- Teacher's Assistant in the Laboratory of Texts course
- During the semester, supervise the entire production process of students' academic texts, while improving teaching strategies and strengthening my academic writing abilities.
- Assist the professor by reviewing and revising student essays

*March 2018 –
June 2019*

Spanish Teacher

Influx – Brasília, Brazil

- Identify areas of weakness in speech pattern and grammar to assist teenagers and adults in learning Spanish.
- Assist school with extra-curricular activities and additional learning simulations.
- Foster questions which help aid pupils to work through various learning exercises.

May-August 2017

Administrative and Consular Assistant

Embassy of The Republic of Singapore -Brasília, Brazil

- Supervised maintenance of the Chancery, including general maintenance, renovations, security, and cleaning services.
- Prepared tax-free application forms for customs clearance.
- Provided translation services for general information, acting as interpreter at interviews or meetings, as, and when required.
- Assisted the Administrative Secretary in rendering consular assistance to Singaporean citizens in distress.
- Liaised with local authorities, non-government institutions, and organizations that are important in providing consular assistance to Singaporeans and interceded with these contacts to ensure that services are provided in a timely manner.

October 2015 – Present

Private Tutor of English and Spanish

- Prepare individualized teaching plans for each client to ensure a catered learning environment.

September 2015 – June 2016

Proofreading Assistant & Translator

Global South Press Editor

- Reviewed book translations and consulted on areas of improvement for broader comprehension

August 2013 – December 2014

Student Intern

Brazilian Ministry of Development, Industry and Foreign Trade
Brasília, Brazil

- Maintain a database with information on the industries of various economic sectors. Provide assistance in the analysis of statistical studies based on these data sheets
- Search for information from companies and associations, directly or via their website. Assist in preparing reports on the market and companies in specific economic sectors, while compiling data on production, consumption, foreign trade, production capacity, among other categories.

EXTRACURRICULAR ACTIVITIES

December 2015 – February 2016

Volunteer English Teacher

AIESEC – Bogotá, Colombia

- Teach English to children who were within a government institution.
- Exhibit Brazilian culture using English as the primary language of communication.

December 2016 – May 2017

Volunteer Spanish Interpreter

AIESEC – Brasília, Brazil

- Aid Colombians by simultaneously translating and interpreting Spanish during their social work projects.

CONFERENCE PRESENTATIONS

November 2018

The internationalization process and the evaluation of the translation of labels from the company Mary Kay cosmetics. Paper presented at IV Scientific Conference in Translation Studies of POSTRAD. November 19 – 20, University of Brasília, Brasília, Brazil.

AWARDS

April 2018 – CAPES Scholarship, University of Brasilia. Value: R\$1,500 stipend per
April 2019 month.

REFERENCES

Cristiane Roscoe Bessa

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and Translation
University of Brasília
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