

Gabriela Gouveia

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EDUCATION

La Salle University, Philadelphia, PA

Masters of Arts

February 2019 - May 2022

Major: **Translation and Interpreting**

- GPA: **3.97**
- Awards: Outstanding Graduate of the Hispanic Institute for the Class of 2022

Instituto Camões, Venezuela

Portuguese Course

May 2022

- B2 Portuguese Level Certification

UNEFM, Coro, Venezuela

Bachelor of Arts

May 2015

Major: **Foreign Languages**

- GPA: **3.90**
- Awards: Publication of the thesis "features of acceptability presented in discourse analysis texts produced by ESL students"

WORK EXPERIENCE

VIRTUSA, Philadelphia, PA

Language Specialist (Spanish/Portuguese)

July, 2022 - Present

- Provided project management support by tracking translations and providing regular updates to the client
- Worked in a project with CITIBANK
- Translated financial and IT documents from English into Spanish and Portuguese
- Classified records in Spanish, English and Portuguese
- Ensured that all translated materials are reviewed by subject matters experts prior to delivery to ensure accuracy and completeness

Quantum, Inc.

Medical and Legal Interpreter

- Delivered accurate specialized legal and medical interpretation between Spanish and English
- Interpreted for patients, family members, clinical staff, and administrators of the emergency department, ensuring accuracy of critical healthcare information
- Assisted during admissions, examinations, consultations, procedures and many other provider-patient encounters
- Performed over the phone interpretation services, mostly in medical and legal fields
- Provided consecutive interpretations in multidisciplinary evaluations and assessments
- Provided translation services to clients for lawyers
- Made sight translations for the benefit of the court of documents including, but not limited to petitions, felony dispositions, and other documents

Fairmount Behavioral Health System, Philadelphia, PA

Medical Interpreter (per diem)

July 2022 - Present

- Provided consecutive interpretation and sight translation
- Followed ethical codes to protect confidentiality of patient medical information
- Worked in a mental health setting as an interpreter
- Provided simultaneous interpretation during group sessions
- Translated medical documents

Cypher Interpretation Services, Philadelphia, PA

July, 2022 - Present

- Provided over the video interpretation services for IEP meetings
- Provided interpretation services at schools

Child Guidance Resource Centers, Philadelphia, PA

Translator (internship)

May 2021 – May 2022

- Translated text projects including legal documents, guidelines, medical consents, services handbooks
- Worked with tight deadlines
- Replicated flow, style, and overall meaning of original texts

Marketing Department, La Salle University, Philadelphia, PA

Translator

May 2021 – May 2022

- Performed various translations tasks from English to Spanish including translating websites and university handbooks
- Replicated flow, style, and overall meaning of original texts
- Served as a project manager monitoring translation projects and ensuring deadlines were met
- Reviewed translations tasks to ensure quality control before they were published

SELF EMPLOYED

August 2019 – May 2022

Interpreter and Translator

- Served as a freelancer medical interpreter in hospitals around Philadelphia such as Will's Eye Hospital, Pennsylvania Hospital, NovaCare Rehabilitation
- Provided consecutive interpretation and sight translation
- Followed ethical codes to protect confidentiality of patient medical information
- Served as an interpreter in depositions
- Translated text projects, including legal documents, website contents, short stories and medical
- Performed various translation tasks such as localization and proofreading
- Worked under tight deadlines

UNEFM University, Punto Fijo, Venezuela

Linguist and English Teacher

August 2015 – August 2017

- Taught English as a Foreign Language to students of diverse cultural backgrounds in an international classroom
- Designed a set of audio-visual didactic resources to help students develop their language skills

LEADERSHIP & ACTIVITIES

Alpha Alpha Alpha Chapter of Alpha Mu Gamma, The National Foreign Language Honor Society, *Member* Spring, 2022

– Present

- Outstanding achievement of foreign language study

-Outstanding graduate student of the Hispanic Institute of class 2022 award Spring, 2022 - Present

CERTIFICATIONS

Certified Medical Interpreter, CMI- Spanish

SKILLS

Languages: English, Spanish (native language) and Portuguese

Computer: CAT tools