

Júlio Lopes Domingos

Content Writing & Translation Specialist | Administrative Support
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Location: Angola

About Me

I'm a detail-oriented and creative freelancer with over 7 years of experience in content writing, translation, and administrative support. As a native Portuguese speaker with advanced command of the language and working knowledge of English and Spanish, I provide bilingual services for both local and international clients. I specialize in SEO, copywriting, content creation, and document formatting, always delivering high quality work on time and with confidentiality.

Specializations

- Content Writing & Translation: Blog posts, eBooks, menus, articles, press releases, and marketing materials.
 - SEO & Copywriting: Content optimized for search engines and digital campaigns.
 - Administrative Support & Data Entry: Accurate typing, data organization, and document formatting.
 - Virtual Assistance: Scheduling, email management, online document support using Word, Excel, and Google Docs.
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Technical Skills

- Languages:
 - Portuguese (native)
 - English (intermediate-advanced)
 - Spanish (basic-intermediate)
- Tools:

- Microsoft Word, Excel
 - Google Docs & Google Sheets
 - Freelance platforms and project management tools
 - Writing Techniques:
 - SEO writing
 - Copywriting
 - Creative & technical writing
 - Proofreading and formatting
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Work Experience

Cozinha Suflê – Private Chef & Content Consultant

April 2024 – Present

- Founder and manager of Cozinha Suflê, offering customized menus, consultancy, and private culinary events.
- Developed content for eBooks and blogs, translating and adapting recipes for different audiences.
 - Organized workshops and handled client interaction with professionalism and creativity.

Vanan Bakery – Chef & Food Production Specialist

January 2020 – March 2025

- Prepared Angolan dishes, desserts, and bakery items with high standards of quality and hygiene.
- Collaborated on the creation and translation of menus and marketing materials for better client communication.

National School of Hospitality and Catering (ENHR)

June 2023 – December 2023 (Internship)

- Practical culinary internship with a focus on food safety (HACCP) and international cuisine.
- Assisted in reviewing and formatting internal documents and training materials.

Education

National School of Hospitality and Catering (ENHR)

Diploma in Culinary Arts – Graduated: 2024

- Focused on international and African cuisine, food safety, and kitchen management.
 - Final grade: 18/20

Vocational Training Center – Luanda

Certificate in Executive Secretariat & IT – Completed: 2021

- Trained in administrative support, document organization, and digital tools.

Projects & Portfolio

1. “Flavors of Angola” – Recipe eBook

- Description: Developed a 20-recipe eBook showcasing traditional Angolan cuisine, translated and adapted for international readers.
- Highlights: Original content creation, recipe translation, SEO writing for online promotion.

2. Digital Menu for Local Restaurant

- Description: Designed and translated (PT ↔ EN) a digital menu for a local restaurant to attract tourists and improve customer experience.
 - Tools Used: Google Docs, Adobe PDF.

3. Blog Content – “Between Flavors and Desires”

- Description: Wrote and translated culinary blog posts combining cultural aspects and cooking tips for a broad audience.
- Results: 25% increase in content views and engagement across social media.

Note: You can add links, images, or PDF samples of your work for better presentation.

Testimonials (optional)

“Júlio showed professionalism and creativity in creating our digital menu. The translation was flawless, and the design suggestions were excellent.”

– Client, Restaurant X

“The blog articles and eBook written by Júlio were excellent. He delivered high-quality, optimized content on time.”

– Client, Blog Y

Contact

I’m open to new freelance and long-term opportunities!
Let’s connect and discuss how I can support your project with quality and dedication.

- Email: domingosjuliolopes@gmail.com
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This portfolio highlights my versatility in writing, translation, and administrative support. Let’s work together to bring your ideas to life and grow your business!