

Curriculum Vitae Europass



Personal Details

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Professional Experiences

Translation and Interpreting

- 1999 - present day **TECHNICAL-SCIENTIFIC TRANSLATOR**
Translator from and into English, French and German for business reports, contracts, memorandums of understanding, user's manuals, technical sheets and other materials for direct clients among which are Polaris Informatica, Orogel, Dometic WTA, AVSI - Association of Volunteers in International Service, Electalab s.r.l., Green Ravenna, University of Bologna – Alma Mater Studiorum, CEG s.r.l., SGS Italia S.p.A., DM CUS, GEFANUC Automation Solutions S.A., A.S. Open, Beauty Hair Style, Nufarm Ltd Italy, MGM Mondo del Vino, Cr.is.ma srl, Dataprint Grafik s.a.s., Aepi, G-Auto (South Korea), COGEN (Belgium), Technicis Finance (France), Solomon Language (Switzerland), Talk Finance (Luxembourg), Tek Import (France), Fingiacco srl, Neri SpA, Forli court, TransPerfect (USA), Delicatext (Switzerland).
- 1999 – present day **LIAISON INTERPRETER**
Liaison Interpreter between Italian and English, Italian and French, Italian and German on behalf of Italian and foreign clients in the mechanical, engineering and beauty fields on the occasion of trade fairs, business meetings and events in Italy and abroad.

Further commitments

- 2003 – present day **BUSINESS ENGLISH TEACHER**
Collaboration with training agencies as a specialized teacher in Business English (modules in basic, intermediate and advanced English, English for business purposes).

- 2003 – July 2013 **COURSE MANAGER at the School for Interpreters and Translators of Forli (SSLMIT)**
Course Manager in charge with the project “European Accreditation of Degree Courses” with the Advanced School of Modern Languages for Interpreters and Translators of Forli (Bologna University).
- December 2013 – present day **COURSE TUTOR at the School for Languages and Literature, Translation and Interpreting at Forli Campus**
Course Manager in charge with Quality Assurance and Career Guidance duties at the School – Forli Campus
- March 2000 – June 2003 **TUTOR AND TEACHER**
Tutor and teacher of English, French and German for the Association “Centro di Aiuto allo Studio” promoting an afternoon study support service for students of secondary schools of Forli.
- January - February 2001 **FRONT OFFICE ASSISTANT**
Front office assistant at the Italian Consulate of Boston – Massachusetts (USA)

Education

- October 2017 Seminar on German-based legal translation
Organized by Higher School for Interpreters and Translators of Bologna University – Forli Campus
- May 2016 Seminar on personal branding on LinkedIn
Organized by AITI, Italian Association of Translators and Interpreters – Italy
- May 2016 Seminar on medical translation
Organized by AITI, Italian Association of Translators and Interpreters – Italy
- November 2015 Seminar on MemoQ
Organized by AITI, Italian Association of Translators and Interpreters – Italy
- February 2014 Seminar on UCITS and Investment Funds
Organized by AITI, Italian Association of Translators and Interpreters – Italy
- January 2013 Seminar on ASD – Simplified Technical English in the Aviation Domain
Organized by Higher School for Interpreters and Translators of Bologna University – Forli Campus
- May 2012 Seminar on French legal translation – e-learning mode
Organized by TradInFo – Forli
- January – February 2012 Two-month course on German>Italian translation – e-learning mode
Organized by Verein für Sprache und Kultur an der Universität Mainz – Gernersheim (Deutschland)
- 12 November 2011 Workshop on French legal translation – e-learning mode
Organized by TradInFo – Forli
- March 2011 Seminar on Legal English language and Translation – advanced level
Organized by TradInFo – Forli
- 5 November 2010 Seminar on Ethics and Management”
Organized by AITI, Italian Association of Translators and Interpreters – Italy
- 22 May 2010 Seminar on Legal English language and Translation
Organized by TradInFo – Forli
- 25 October 2008 Seminar on Web-based research techniques and IntelliWebSearch
Organized by Giacobaus s.a.s. Milan.
- 19 May 2007 Seminar on E-Business for Service Language Providers Building International Networks
Organized by AITI, Italian Association of Translators and Interpreters – Italy
- 29 May 2006 Seminar on the usage of CAT tool Petra Expert
Organized by TradInFo, Association of Translators and Interpreters at Forli

- 14 January 2006 Seminar on the usage of CAT tool Déjà Vu X.
Organized by TradInFo, Association of Translators and Interpreters at Forlì
- April – December 2005 First level Master in “Specialized Translation in Economics, Banking and Finance”
For English and French. Organized by University of Genoa, final score “good”.
- 28 October 2005 Seminar on Technical Documentation and Content Management.
Organized by Com&Tec Bologna.
- 5 March 2005 Seminar on International Agency contracts
Organized by AITI, Italian Association of Translators and Interpreters – Bologna
- 21 March 2003 Seminar on the usage of the Internet as a search tool for interpreters and translators.
Organized by AITI, Italian Association of Translators and Interpreters – Bologna
- 14 July 1999 Degree in Translation and Interpreting, Specialization in Translation, with English and German at SSLMIT of Forlì, score 108/110.
- 3 July 1993: Secondary school diploma in Accounting with Competence in Foreign Languages, in English, French and German at Ravenna, score 60/60 with honors.

Linguistic competence and skills

Mother tongue **Italian**

Other languages

Self-evaluation	Comprehension		Spoken		Written
	Listening	Reading	Oral interaction	Oral production	
<i>European level (*)</i>					
English	C2 Very good	Very good	Very good	Very good	Very good
German	C2 Very good	Very good	Very good	Very good	Very good
French	B2 Good	Good	Good	Good	Good

(*) *European reference framework for language skills*

Language combinations

EN, DE, FR > IT
IT > EN, DE, FR (supported by mother-tongue revisers and proofreaders)

Specialisation sectors

Law
Agency agreements, arbitration, business plans, confidentiality agreements, clinical trial agreements, codes of ethics, proxies and private agreements, Articles of incorporation, insurance policies and claims, legal opinions, memorandums of understanding, regulations, debt restructuring agreements, credit line agreements, wills.

Finance and Banking
AGMs, M&A reports, conference materials, fundraising reports, social reports, balance sheets, accompanying notes, financial reports, budgeting reports, investor relations' reports, mutual fund reports, press releases, results of audits, case studies, inspections for HACCP polices, banking & auditing, prospectuses.

Engineering, Sciences & IT
(manuals, usage conditions, safety requirements) Management databases and systems for mechanical engineering, electric motors, engineering specifications, user manuals and handbooks, household appliances and electric appliances, landscape architecture, wood industry & furniture, IT software packages, e-platforms.

Sciences Chemistry, odontostomatology, maxillofacial surgery, food industry.

Academic world Pages of Bologna University's Portal www.unibo.it for foreign students and internationalization activities of Bologna University – Alma Mater Studiorum.

Leisure and tourism Promotional brochures for sports and recreational events, posters for arts exhibitions, hotel websites.

Personal competence and skills

Good organisational skills, great sense of independence and communication with other people. Good relational and interpersonal skills.

Membership of Associations

Certified member of **AITI, Italian Association of Translators and Interpreters** www.aiti.org
Full member of SFT – Société Française des Traducteurs www.sft.fr

IT competence and skills

Good command of operating systems ME, XP Home and Office package, iOS.
CAT tool used for translations: Déjà VuX Professional 3, Star Transit NXT, Wordfast

References On request

Consent statement:

I hereby grant my consent to the handling and storage of my personal details by your Company under the provisions of GDPR no. 679/2016 on personal data protection.