

EUROPEAN  
CURRICULUM VITAE  
FORMAT



PERSONAL INFORMATION

Name **CARPANI, Chiara**  
Address **39, Rue Alcide de Gasperi D136 – 01630 Saint Genis Pouilly (France)**  
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E-mail **carpani.chiara@gmail.com**  
  
Nationality **Italian**  
Date of birth **28/10/1982**

MAIN SKILLS

MOTHER TONGUE

ITALIAN

OTHER LANGUAGES

	English	Spanish	French
• Reading	Excellent	Excellent	Excellent
• Writing	Excellent	Excellent	Excellent
• Oral expression	Excellent	Excellent	Excellent

Notes

- July 2007: **intensive Arabic course** at The Bourguiba Institute of Modern Languages (University of Tunis El Manar) **Tunisia**
- September-March 2011-2012: **Portuguese course** for beginners
- November 2013 – June 2014: **Arabic course**

SERVICES

- **Medical translations** from **English, French, Spanish → Italian**
- **Audiovisual translations** from **English, French, Spanish → Italian**
- **Editing and Proofreading** from **English, French, Spanish → Italian, French**
- Other translation fields: IT, cosmetics

RATES

0.06€ to 0.08€ / word (prices are flexible)

TECHNICAL SKILLS  
AND COMPETENCES

Daily use of:  
-Windows  
-Microsoft Office (Word, Powerpoint, Excel, Access, Excel)  
-**CAT tools** SDL-Trados  
-**Subtitle Workshop**  
-**DotSub** and **GTS** for subtitles

## WORK EXPERIENCE

- Dates
- Name and address of employer
  - Occupation or position held
- Main activities and responsibilities

October 2003 - May 2005  
Comune di Sergnano, piazza IV novembre, 26010, Sergnano (CR), Italy  
**English teacher and Italian teacher for foreigners**  
Conversation and English/Italian grammar for elementary and intermediate courses.

- Dates
- Occupation or position held
- Main activities and responsibilities

March 2006 - December 2007  
**Freelance translator**  
Working languages:  
**English, French, Spanish → Italian**

- Collaborate with a company working in the Electro-medical equipment sector: translation of **infusion devices user manuals**.
- Collaborate with an Engineering and Contractors company working in the Oil&Gas sector: translation of **quality procedures manuals**.
- Collaborate with Italian translation agencies: translation of **mp3 user manuals, medical polls, engineering and IT technical texts, subtitling**.

- Dates
- Name and address of employer
  - Occupation or position held
- Main activities and responsibilities

January 2008 - August 2011  
ELCA Informatique, 45a, route des Acacias, 1211 Geneva, Switzerland  
**Administrative assistant – Office manager**

- Administrative assistant of the head of the branch and support to salesmen and employees
- **Translations** French → English → French

- Dates
- Name and address of employer
  - Occupation or position held
- Main activities and responsibilities

September 2011 - today  
Correivio International Sàrl, Rue Des Alpes 21, 1201 Geneva, Switzerland  
**Tender and contract manager**

- Collection and submission of tender documents via post or platforms for UK and Italy
- **Translations** of marketing promotional material; commercial communication letters;

## EDUCATION AND TRAINING

- Dates
- Name and type of organisation
  - Principal subjects

October 2013 - Today  
Master METAV in Audiovisual Translation, Università degli Studi di Parma and Universidad Autónoma de Barcelona  
**Dubbing, Subtitling, SDH, Localization**

- Dates
- Name and type of organisation
  - Principal subjects
  - Level in national classification

March 2005-July 2005  
Master in Technical Translation in Medicine and Pharmacology, Communication Trend Italia, Milan  
**Technical translations in medicine and pharmacology and theoretical medicine**  
Postgraduate Degree (level 100/100)

- Dates
- Name and type of organisation
  - Principal subjects
- Level in national classification

October 2001-December 2004  
Degree in **Scienze della Mediazione Linguistica (Interpreter and Translator)** at the university Scuola Superiore per Mediatori Linguistici (SSML), Milan  
**Interpretation and Translation from and into:**  
English → Italian → English  
Spanish → Italian → Spanish  
University Degree (level 110/110)

## HOBBIES

CMAS diving instructor; oriental dance, samba, swimming.