

Biassono, August 2012

Dear Sirs,

my name is Chiara Mariani and I am a full-time qualified freelance translator from English/German/French to Italian. I'm contacting you to briefly describe my professional experience and skills in view of a possible cooperation with your agency.

As you can see from the attached resume, I have been in the translation industry for 13+ years, working both as an in-house translator and a Project Manager at Kernel sas, a small translation company based in Vimercate, near Milan.

This professional experience, and especially the tight cooperation with customers, the supervision of projects outsourced to freelance translators and the proofreading of their jobs before final delivery, allowed me to deepen and broaden my knowledge of foreign languages and to develop a thorough attitude with great attention to details and top quality.

Over the years I have translated almost every kind of document – from press releases and marketing collateral to contracts and medical reports – but my fields of specialization are IT and technical manuals. I am used to working hard and alone on labor intensive projects requiring a great deal of precision and concentration.

My long-term professional experience allowed me to gain a wide knowledge of the most common software programs as well as of some specific applications for the translation industry.

I am available to perform a translation test for your agency and to provide you with any additional information you may need.

I thank you in advance for your time and consideration and look forward to a fruitful cooperation with your company.

Best regards.

Chiara Mariani

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CHIARA MARIANI

Personal information	Nationality: Italian Place of Birth: Monza Date of Birth: May 29, 1975 Fiscal Code MRNCHR75E69F704Y
Professional experience	April 2012 – present - Full-time freelance translator May 1999 – April 2012 - Translator and PM at Kernel sas, a small translation agency based in Vimercate, near Milan; - Translations from English/German/French → Italian of almost every kind of document, from law to corporate communication; my fields of specialization are software localization, IT, technical manuals, websites, brochures and marketing collateral; - Translations from Italian → English/German/French only for a few specific topics I am familiar with (instructions, SOP, data sheets)
Education	June 2006 Successful completion of an English to Italian legal translation course promoted by Federcentri Milano
	2005 "Zertifikat Deutsch" examinations successfully passed at the Goethe Institut, Milan + earning of the relevant certificate
	1994-1999 Diploma as Translator in German (84/100) and English (89/100), respectively in 1999 and 1998, from the <i>Scuola Superiore per Interpreti e Traduttori</i> of Milan
	1989-1994 High School Diploma as <i>Perito Aziendale Corrispondente Lingue Estere</i> (Business Proficient & Foreign Language Correspondance Clerk), ITC Muggiò, Italy (52/60)
	1994 Basic accounting and PC training course and earning of the relevant certificate (95/100)
Languages	English: excellent German: very good French: good
Computer skills	Besides the most common applications (Word, Excel, PowerPoint, the Internet and the email), I have an excellent expertise in using Trados as my preferred CAT tool – both with Word and Tag Editor files and also with a Multiterm terminology database associated. The Trados release I currently own and use is <i>SDL Trados Translator's Workbench 8.3.0.863 (Build 863)</i> . During my professional career I also used other CAT tools such as SDLX, Logoport, Catalyst, Wordfast and Deja Vu.
Main customers I translated for	<u>Automation</u> → Siemens AG, Schneider Electric SA <u>Technical manuals</u> → Rehau Spa, Grohe Spa, Quattrobi Spa, Crawford Hafa <u>Software/IT</u> → TXT e-solutions, VMware, EMC Corporation, Accenture, Imation <u>Medicine/Pharmacology/Veterinary Med.</u> → Gilead Inc., Patheon Inc., Ceva Vetem
Standard output	12-13 folders a day from English/German/French to Italian (medium difficulty)
Rates	Fee range generally accepted: 0.07 to 0.08 euro (source file) Hourly rate: 18 euro Minimum fee for small jobs: 15 euro