SUMMARY

Currently working as a freelance Italian Translator Reviewer, Proofreader and Media Evaluator. Fields of expertise: Marketing, Subtitling, Web Site Localisation.

Working languages: English and French into Italian.

Awarded the ICON Master in Specialised Translation (Feb 2008 – Feb 2010) for the following modules: Terminology, Linguistics, Legal, Environment and Energy Issues, Technology and IT.

Languages: Italian: mother tongue; English: to mother tongue standard; French: fluent; Working knowledge of German; Spanish: basic.  
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PROFESSIONAL EXPERIENCE

**Freelance Translator and Project Manager JUL 2000 TO DATE**

JAN 2010 TO DATE: Reviewer of EN>IT and FR>IT translations of marketing text.

JUNE 2010 TO DATE: Translator and reviewer of legal documents for various agencies.

JUNE 2004 – NOV 2006: Freelance Italian subtitler for Broadcasttext International. Products include BBC TV drama, talk shows, situation comedies, entertainment programmes and documentary films.

JUN 2001 – SEP 2001: In-house Italian sub-editor for Citrus Publishing (fixed term contract). My duties involved translating articles and editing copy for Lines Huggies Web Site.

FEB 2002 – OCT 2008: Freelance Project Manager for ITR. Duties involve processing files, liaising with internal resources and performing QA checks prior to delivery to client.

AUG 2000 TO DATE: Freelance translator and reviewer of software and documentation for printing systems and multifunction devices.

**Freelance Analyst for Gorkana Group, London JAN 2007 TO DATE**

Analyst of press cuts for various clients via an agency. Analysis involves producing a short abstract of the clips and evaluating the impact on the perception of the customer.

SDL International   
Globe House  
Clivemont Road  
Maidenhead  
Berks

Localisation Project Manager OCT 1999 – JUL 2000

Responsible for the localised versions of a software application into French, German, Japanese, Swedish, Dutch, Italian, Spanish and Brazilian Portuguese, with a 1M USD budget over 6 months. Capable of managing complex projects from origination to completion; acting as the primary interface between the client and the project team. As well as acting as a focal point for the client, my responsibilities included managing the project team and liaising with internal and external resources. Day-to-day activities included producing and updating quotes according to changed project scope, assessing risks, producing work breakdown structures, creating project schedules, provide accurate status reports to the client as per agreed process, managing change throughout the project life, with regard to cost control and change control.

Xerox Europe  
The Xerox Europe Technical Centre,   
PO Box 17,   
Bessemer Road  
Welwyn Garden City,  
Herts AL7 1HE  
England

Localisation Project Manager MAR 1996 – OCT 1999

Five years of progressive responsibility within rank Xerox and Xerox Limited in the Globalisation and Localisation business. Project Manager for software localisation projects for the Xerox Limited Technical Centre. Recognised for a high level of commitment to her job. Able to work well individually as well as a member of a high performance team. Responsible for the delivery of complex projects from origination to completion and acting as a primary interface between Product Delivery Teams and Launch Teams to ensure a high level of customer satisfaction.

Lead Translator JAN 1993 – MAR 1996

My duties involved reporting weekly to the Project Manager and highlighting any problems in regard to schedules and deadlines; translating software and glossaries; liaising with various external translation agencies, in regard to linguistic co-ordination; providing translation guidelines and answering queries; proof-reading and editing freelance translation; updating in-house glossaries.

Freelance Translator JUL 1992 – JAN 1993

Providing quality translations in the IT, automotive and marketing field for various agencies.

Longman Group UK Ltd, Harlow, England

Bilingual dictionary writer JUL 1990 – JUL 1992

Part of a team of highly qualified writers and translators of a dictionary. My duties involved producing quality text for an English-Italian, Italian-English dictionary, editing and translating.

Council of Florence, Italy

Administrative Assistant MAR 1990 – JUN 1990

Clerical work for the Council of Florence.

SSA Europe, System Software Associates, UK

**Translator of software and documentation SEP 1999 – FEB 1990**

My duties involved co-ordinating the Italian team during the translation of software and documentation for a financial accounting program.

Koinè School of Languages

**Teacher** **of Italian as a foreign language JUL 1988 – MAR 1999**

EDUCATION AND TRAINING

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| Specialisation course in literary translation, Herzog, Milan | 2012 |
| Master Degree in Translation, based on the European Master in Translation, DGT, Università di Pisa, Genova and Bari 105/110 | 2010 |
| Diploma in Translation, Distinction Institute of Linguists, UK | 1992 |
| Cambridge Certificate of Proficiency in English, Grade A, Cambridge University | 1991 |
| Teacher Training Qualification, Italian DE, recognised by UK DES | 1989 |
| MA in Modern Foreign Languages and Literatures, 110/110 Magna cum Laude, University of Florence | 1989 |
| Zertifikat Deutsch als Fremdsprache, Good Goethe Institut of Florence | 1984 |
| Diploma di Maturità Scientifica, 58/60 Liceo Scientifico Statale „P. Gobetti“ | 1979 |

OTHER TRAINING AND EXPERIENCE

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| Grade 8 Singing ABRSM | 2007 |
| Extra Mural Certificate in Performance Studies: Opera University of London Birckbek College | 2002 |
| A Level Music Thames Valley University London | 2001 |
| Account Management – 2 days | 1999 |
| Project Management Foundation Course - 1 week Xerox Limited | 1997 |
| Negotiation Skills – 1 day Xerox Limited | 1997 |
| Customer First – 1 day Xerox Limited | 1997 |
| MS Project – 2 days Melita Software House | 1996 |
| Presentation Skills – 2 days Xerox Limited | 1994 |

OTHER SKILLS

Proficient in the use of Office 2010 and 2007 (Word, Excel, PowerPoint, Outlook). Good working knowledge of FrameMaker 7.0, Acrobat 9.0 Professional. Proficient in the use of Swift, Trados Studio 2011, Passolo 2011, SDL Trados 2007 and 2007 and SDLX.

System Specs: Desktop with Windows 7 with Office 2010, Studio 2011, Trados 2007. Laptop with Windows Vista with Office 2010, Studio 2011, Trados 2007.  
Software: Office 2007 (inc. Word, Excel, PowerPoint and Access), FrameMaker 7, Adobe Acrobat 9.0. Translation Tools: Trados Studio 2009, SDL Trados 2006 and 2007, including SDLX.

REFERENCES CAN BE PROVIDED ON REQUEST