

# CURRICULUM VITAE

## Of

### Mrs. Ileana De Cristofaro

#### PERSONAL DATA

**Name, Surname:**

Ileana De Cristofaro

**Date, Place of birth:**

20.02.1976, Naples, Italy

**Nationality:**

Italian

**Sex:**

Female

**Mailing Address:**

Via Giovanni De Agostini 51, 00176 Rome, Italy

**Phone:**

+39 3408681485 (Mobile-Italy)

**E-mail Address:**

[ileana-dec@libero.it](mailto:ileana-dec@libero.it)

#### EDUCATION

**[June 2004 - June 2005] Scholarship holder** in an Advanced Training Course in Literary Translation from Arabic to Italian language by SETL (European School of Literary Translation) at Città della Scienza, Naples, Italy. Obtaining a "**Certificate of Specialization in Literary Translation - Arabic Language**" (European Level IV).

**[2003] Bachelor of Arts in Foreign Languages & Literatures** – Faculty of Foreign Languages and Literatures at the University of Naples "l'Orientale", Naples, Italy.

**Thesis:** Translation of 'Wasmiyyah comes out of the ocean' (by Layla al-Uthman, Kuwait 1986) from Arabic to Italian Language. Final grade: 110/110 with distinction.

**[1997-1998] Matriculation** at the Faculty of Foreign Languages and Literatures, University of Naples "l'Orientale", Naples, Italy.

**[1994] High School Diploma in Humanities** - Liceo Nazareth di Napoli, Naples, Italy, Final grade: 60/60

## LANGUAGES

### **Italian:**

Mother Tongue

### **Arabic:**

Fluent – spoken & written

Studied in a 4 year program at University, with additional courses in Arabic countries.

### **English:**

Proficient – spoken & written

Studied for 13 years at School, practiced from childhood and currently used daily.

### **German:**

Good – spoken & written

Studied in a 3 year program at University, with additional 7 years courses at Goethe Institut of Naples.

### **Spanish:**

Good understanding and intermediate spoken.

Two-year course at Adult Education Center CPIA4 in Rome and experience on site.

### **French:**

Elementary – spoken; Good – understanding of written texts.

Private lessons and practiced occasionally in translations and travels.

## TRAINING AND SKILLS DEVELOPMENT

### **2<sup>nd</sup> of March – 30<sup>th</sup> of March 2022:**

Training course: “Translation and Subtitles” (language combination: English to Italian), by School of Cinema “Sentieri Selvaggi”, Rome.

**4<sup>th</sup> of March 2005 – 3<sup>rd</sup> of May 2005:** Internship at Istituto per l’Oriente C.A.Nallino (Institute for Oriental Studies), Rome, Italy, scheduled by Advanced Training Course in Literary Translation from Arabic to Italian language.

### **January-March 2004:**

Staying in Damascus to get a deeper knowledge of the Arabic language.

### **July-August 2003:**

Staying in Damascus for literary researches about the graduation-thesis.

### **2002:**

Grant by the Italian Ministry of Foreign Affairs to deepen knowledge of the Arabic language in Damascus, Syria.

### **February-May 2002:**

Attending an Arabic course at the Arabic Language Institute for Foreigners, Damascus.

### **July-August 2002:**

Attending an intensive Arabic course at the Language Center of the University of Damascus, Syria.

**July 1999:**

Attending an intensive Arabic course at the 'Institut Bourguiba Des Langues Vivantes de Tunis', Tunisia.

**From October 1996:**

Attending 7 years courses at Goethe Institut of Naples. Obtaining the Zentrale Mittelstufenprüfung (ZMP) Diploma at the end of the sixth year.

## **PROFESSIONAL EXPERIENCE**

**2004 - till now (2004 - July 2021: occasionally; From August 2021 until now: full time):**

**Freelance Translator: Arabic to Italian; English to Italian; German to Italian; Spanish to Italian.**

Topics of expertise: contracts and administrative documents; legal documents; decrees; general documents; letters/emails; culture; education; literature; technical products description and usage.

**Some examples of latest translation and proofreading works:**

- Revision and MTPE of several texts in general fields and daily conversation, English to Italian.
- Proofreading of translations of user's guides for medical devices, English to Italian;
- Translation of legal documents, complaints, contracts, English to Italian;
- Machine Translator Post Editing of several technical texts (e.g. Safety Data Sheet of plastic mixtures; troubleshooting guide for some lawn mower models; airbag vest for horse riding user manual), English to Italian.
- MTPE, Financial report of a cosmetics company, English to Italian.
- Participation to HT (Human Translation) project and MTPE (Machine Translator Post Editing) project in the language combination English (US; UK) to Italian, like translator and then selected as component of the Quality Assurance team;
- Participation to MTPE (Machine Translator Post Editing) project in the language combinations German to Italian; Spanish to Italian; French to Italian;
- Translation of User Manual of a Blood Pressure Monitor, English to Italian;
- Translation of part of an EU Project in scientific field (marine), English to Italian;
- Translation of projects related to the field of fiberglass-composite materials and their use, English to Italian;
- Translation of texts describing technical device used for separating bulk materials (e.g. metallic bulk materials or granulate), German to Italian.
- Translation of instructions of use of a mobile application (medical field), German to Italian;
- Translation of technical descriptions of wooden furniture and instructions for composing them, German to Italian;
- Translation of legal documents like procurement contracts, general agreements, German to Italian;
- Translation of medical report, Arabic to Italian;
- Proofreading of translation of civil status registry documents, Arabic to Italian.
- Translation of shipping notes; personal documents; legal documents and decrees, such as divorce decrees, marriage certificates; school/university certificates; courses programs; contracts and agreements in various fields, Arabic to Italian;
- Translation of an essay about fashion (historical, sociological, anthropological, religious issues to it related), Arabic to Italian.

- translation of legal documents as decree of divorce, license agreement, personal documents, Spanish to Italian.

**November 2005 to July 2021:**

**Secretary** at the Egyptian Cultural Bureau and **Assistant** of the Cultural Attaché, the Egyptian Embassy in Rome;

Job tasks include but not limited to: **Secretarial work, translations, public relations, assistance to the Egyptian Scholars in Italy, cooperation in organizing cultural and artistic events.**

Job location: Egyptian Cultural Bureau, Embassy of the Arab Republic of Egypt in Rome, via delle Terme di Traiano 13, 00184 Rome, Italy.

**November 2006 to May 2010:**

Teacher of Arabic Language at “Istituto per l’Oriente C. A. Nallino” (Institute for Oriental Studies), Rome. Classes twice-weekly, basic and intermediate level.

**October 2005:**

Interpreter from Arabic language during penal proceedings.

**June 2005:**

Secretariat of the Scientific Direction (attended by prof. Isabella Camera d’Afflitto, Professor of Arabic Literature at Sapienza University of Rome) of the “Sabir: Mediterranean Conversation Circle” cultural manifestation held in Sicily in the cities of Ragusa, Scicli and Modica, and collaborating in hospitality services and support to the guests of the event, as well as interpreting for Arab guests. The project was organized with the support of the Ministry of Foreign Affairs by the Councillorship for Tourism and Transport of Sicily, the European Commission, the Province of Ragusa, the Municipalities of Ragusa, Modica and Scicli and the Foreign Languages and Literatures Faculty of the University of Catania.

**February 2005:**

Participation to the activities of the “Jouvence” publishing house during the 16th Edition of “Galassia Gutenberg”, book fair which took place at Mostra d’Oltremare in Naples.

**February 2005:**

Collaborating to the 16th Edition of “Galassia Gutenberg” for services of reception, accompanying and acting as interpreter to Arabic guests.

**June 2004:**

Interpreter from Arabic language during penal proceedings.

**October – December 2003:**

Participation in a computerized linguistic project of analysis of Arabic texts for the CNR of Pisa (National Research Center).

**2002:**

Participation in a project for the elaboration of German language texts for a tourism advertising campaign on the Internet.

**[2002; 2003; 2008]** Private tutor of Arabic and Italian languages.

## **PUBLICATIONS**

- Translation of short stories from Arabic to Italian and work as coordinator of translations of the collection of short stories by Egyptian authors, “The Gate of Fortune and Other Egyptian Stories”, Publisher Falzea, 2010.
- Translation from Arabic to Italian of the short story “Something Out of Place” by the writer Gibran Nasir in the collection of short stories “Pearls from the Arab Emirates”, Publisher Jouvence, February 2009.
- Translation (in collaboration with Dr. Ada Barbaro) from Arabic to Italian of the story “Home of Celestial Visions” by the Libyan writer Ibrahim al-Koni in the collection “Home of Celestial Visions and other Tales of the Desert”, Publisher E / O , 2007.

## **ORGANIZATIONAL SKILLS**

- Professional in preparing speeches
- Professional organizer of scientific events, conferences and seminars on both levels: logistic and technical
- Professional organizer of cultural events, symposia, exhibitions and fairs on both levels: logistic and technical

## **LINKS TO ONLINE PROFILES**

<https://www.linkedin.com/in/ileana-de-cristofaro-5b1652202/>

<https://www.proz.com/profile/2902931>

<https://www.translatorscafe.com/cafe/member21810.htm>

## **COMPUTER SKILLS**

User-knowledge of Windows operation system

Good knowledge of Office application programs

Good knowledge of Internet browsing

Beginner knowledge of cat tools TRADOS 2021 and Matecat.

I authorize to use the provided information in accordance to the Italian Privacy Protection Law 196/2003.

Rome, 28.06.2022.