

## *Curriculum Vitae*

Name: Luciana  
Surname: Cattaneo  
DOB: March 1960 Milan - Italy  
Domicile: Milano - Italia  
Nationality: Italian  
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**Education:** 1984/1985 – German course at Circolo Filologico in Milan  
1981/1982 – Certificate at Foreign Language Institute (commercial Correspondence) in Milan  
1977/1979 – German course in Milan  
1974/1979 – Diploma at Technical High School for Tourism, Milan

**Languages spoken and written:** Italian native speaker with very good knowledge of English and German. Nine years' English learning and eight years' German learning, in total. Continuous updating of English and German.

**IT Skills:** Microsoft Applications: Word, Excel, Access, Explorer, accounting programs and WordPress

**Work Experience:** 2010/2019 Collaborations with Italian and foreign web sites for texts editing and translations. Subjects: tourism and related services, made-in-Italy products, fashion, cooking, DIY short guides, technical texts and general issues. Languages used: Italian, English and German.

1990/2019 – Translations from / into Italian, English and German of technical and commercial contents: products descriptions, electro-medical equipment, endoscopy instruments and devices, literature, tourism and relevant services, advertising of b&b, villas, apartments, legal docs (tenancy contracts, insurance reports, documents and correspondence for certifications and social benefits). Tools used for translations: MateCat, MyMemory, Microsoft Translator, and other internet resources, technical dictionaries.

1999/2019 – Working part-time at a small company in Milan dealing with electro-medical devices: order processing, sales of new equipment, incoming and outgoing deliveries, placing orders for spare parts and new equipment, especially to German suppliers, registration of bills, delivery notes, data entry, Translations of catalogues from German / English into Italian.

1997/2008 – Worked part-time for a well-known company of international movers in Milan: Italian and English invoicing and correspondence, data entry, office activities.

1990/1996 – Worked at a small company in Milan: general accounting, registration of bills, delivery notes etc, order processing

1985/1995 – English and German private lessons to high school students.

