

Omar Martini

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Personal Profile

A flexible and enthusiastic editor/proof reader/translator with excellent communication and organisational skills. Extensive experience and knowledge of the book production, gained in a responsible position by several publishing houses, and looking to further develop skills and experience within a similar area.

Skills

Administration/Organisation

- Organising the collection and storage of imported goods
- Using a high level of accuracy to check all necessary documentation

Communication/Customer Care

- Liaising with the suppliers, both Italian and foreign
- Receiving orders from customers by fax, letter and email, checking stock levels, generating orders and progressing through to delivery stage
- Managing the writing and production of the “import products” section for the catalogue which was mailed to the customers

Language skills

- **Italian:** Mother Tongue
- **English:** Fluent in speaking and writing
- **German:** Good at speaking and writing. In 2013 I passed the “B1” certificate (intermediate level)
- **French:** Basic at speaking and writing

Computer skills

- Proficient in Microsoft Word, email and internet
 - Good in Microsoft Excel, Indesign, PowerPoint, Quark X-Press, Acrobat Reader and Photoshop
- Basic in Illustrator

Employment

HYPM, Ireland

May 2014

Translator (English → Italian) of jewellery articles for eBay.

Gengo (USA – Japan)

2014 - Present

Freelance translator (English → Italian).

CSN Group (Canada)

2013 – 2014

Freelance translator & web content writer of texts for web marketing purposes.

Coconino Press Srl, Bologna – Italy

2013 – 2014

Editor for a new publishing label specialised in GN, which also works as supplier of editorial services. My duties were: staying in contact with agents and authors; editing texts; dealing with the distributor and organising the logistic aspects of the publisher's presence at the conventions (shipping of the books, rent of the rooms, etc.).

Summer course of comics

2012

Teacher “comics scriptwriting” at a one-week summer course, aimed to teenagers, in a holiday location.

Publishing services **2007 – 2010**
Freelance for several publishers (RCS, Rizzoli Lizard, San Paolo) working on their books (layout, lettering, etc.)

Translator (English to Italian) **2003, 2008**
Translator for two publishers (one book entirely, the other one only a section of it).

Coconino Press Srl, Bologna – Italy **2003 – 2008**
Editor-in-chief for this publisher, managing to produce all the planned books. I reported directly to the three founding partners, and my duties were to coordinate collaborators and graphists, to liaise the foreign publishers for the co-printings, editing texts and translations, writing several texts, and checking the pre-printing and printing steps.

Black Velvet Editrice, Bologna/Firenze – Italy **1997 – 2013**
Co-founder and manager of this publishing house, which in 2010 was bought by Giunti, the fourth largest Italian publishing group. In this period I extensively supervised all the aspects of the book production, from the first stages to the printing and beyond: to contact with agents and/or authors, to manage the collaborators and freelancers, to edit the texts, to translate some books (from English to Italian); to write texts of various nature (cover texts, articles, promotional pieces); to check the pre-printing step, to deal with distributors, to check the sales progress and prepare the relative spreadsheets to analyse them; to organise the logistic aspects and make the relative documents of transport and invoices.

Pan Distribuzione Spa / Alessandro Distribuzioni Srl, Bologna/Modena – Italy **1994 – 2003**
Import executive for this society which was sold to Panini Group – and changed name in 1996 –, liaising both with US and UK distributors (orders and back orders) and with the customers (bookshops and privates). With the first company I also worked in their bookshop, managing the section of imported material. I also wrote some texts and the description of the distributed articles in the catalogue mailed to all the customers.

School of Comics, Treviso – Italy **1992 – 1995**
Teacher “comics scriptwriting” at a night school, organised by a cultural club.

Private lessons (English), Treviso – Italy **1990 – 1992**
I gave private lessons of English to high school students.

Voluntary Work, Bologna – Italy **1996 – 1999**
Active member of the ONG Amnesty International and for one year the team leader of the local group in Bologna. I participated at meetings, raising funds and organisation of events, etc.

Volunteer Translator **April 2014 – Present**
Translator from English to Italian, and subtitler for the speeches available on the website www.ted.com.

Volunteer for the movie festival “Il cinema ritrovato” **June - July 2014**
I distributed some posters, did some promotional activity and gave information at a “promo-point”.

Education and Qualifications

University of Ca' Foscari, Venezia (Italy) **November 1986 – November 1993**
BA in Foreign languages and literatures (English and German)

Istituto Tecnico Commerciale Luigi Luzzatti, Treviso (Italy) **September 1981 – July 1986**
Technical high school focused on accountancy

Training

Oasi Formazione (Bologna, Italy) **June – August 2014**
a 116 hour-course on how to devise and create an “e-learning course”

Goethe Zentrum (Bologna)**October 2012 – January 2014**

I attended two courses of German to refresh my knowledge of the language

MOOC courses**April 2014 – Present**

Online courses (www.futurelearn.com and www.edx.org) on several subjects: writing in English, literature, psychology

Additional information

- Clean current driving licence
- Interests: travel, reading, movies, theatre, listening to music