## English to Italian Linguistic Services

## Stefano Spelta

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## Professional Summary

I am a freelance translator and I have been working as a Project Manager in the telecommunication industry for more than ten years now.

Since 2001, I regularly contribute with original contents to several Italian Business/ICT focused magazines and I am involved in the translation of English documents, mainly related to ICT, scientific, technical, economics and non-fiction subjects.

I am an avid reader in my spare time. I love science fiction and historical novels and it would be a nice experience to translate one of them someday.

Seeking a position as a part-time freelance translator and proofreader in EN->IT language pair.

## Education

**Professional Scrum Master (PSM I) -** Scrum.org
Certified: 2014

**Project Management Professional (PMP) -** Project Management Institute (PMI)
Certified: 2011

**Degree in Computer Science -** Università degli Studi di Torino (Italy)

Completed: 1998

## Employment History (authoring, translation and proofreading services)

**January 2001 – Present: Author Edizioni Master S.p.A. - ITALY**

Regular author for ICT related pieces to be published on Small/Medium Business oriented magazines (Office Magazine, Internet Magazine published by Edizioni Master). 15 years of continuous collaboration through technological evolution of platforms and software used by SMB.
**Responsibilities:**

* Write original contents about ICT technologies, office automation suites, SMB oriented applications
* Research of new topics in the international scene of ICT technologies for SMB and planning of content delivery for publishing

**February 2009 – January 2014: EN<->IT Translator Energy Fox S.r.l**

Translator in charge of translation services for ICT import-export business

**Responsibilities:**

* Translation (EN->IT) of ICT devices manuals, reference guides, e-commerce site descriptions, advertisement campaigns
* Translation (IT->EN) of general commercial correspondence and technical requests.

**May 2001 – June 2010: EN->IT Translator HDT TEAM S.p.A.**

Translator in charge of translation services for consultancy company

**Responsibilities:**

* Translation (EN<->IT) of reports, technical manuals, presentations, websites

## Other Skills/Qualifications

* Proficiency with Trados, OmegaT, Matecat CAT tools
* Proficiency with office automation suites, both offline (MS Office – Word, Excel, PowerPoint) and online