



**Laura Squitieri**

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### **PERSONAL PROFILE**

I am a quality oriented **freelance translator and proofreader with over 9 years of experience in translation, proofreading, quality assurance, and terminology management services** for individuals and companies operating locally and internationally.

I've been providing translation services from 2004 and my main fields of expertise are Marketing, Communication, Automotive, Industry, and Tourism.

I worked as Project Manager and in-house translator from 2003 to 2006 for an Italian company learning how to supervise, coordinate and organize in-house and out-sourced translation projects.

I'm an independent professional and I manage with dedication each step of a translation project always focusing on the quality and consistency of terminology used and style combined with a strong knowledge of language and translation tools.

My translations are always double-checked and delivered according to the deadlines and the instructions agreed with my clients.

### **LANGUAGE COMBINATIONS**

I provide translation and proofreading services in the following language combinations:

**ENGLISH (UK and US) > ITALIAN**

**GERMAN (DE, AU, CH) > ITALIAN**

### **FIELDS OF EXPERTISE**

#### **AUTOMOTIVE**

Translation of manuals, Service guidelines for workshops, Training for car dealers, Specification, Brochures and Websites.

#### **INDUSTRY**

Packaging and Packaging waste, Solar Energy and Photovoltaic Plants, Food and Agricultural products, Electronics, Machinery.

#### **MARKETING**

Web content, Business communications, Business presentations, Product presentations, Newsletters, Human resources training, Online courses, Press releases, Magazines.

#### **TOURISM**

Government Tourist Office Web content, Websites about travelling and accommodations, Guidebooks.

## **CAT TOOLS AND TERMINOLOGY MANAGEMENT**

I work with the following CAT tools at senior level: SDL STUDIO 2014, TRADOS 2007, TAG EDITOR, MULTITERM 2011, SDL PASSOLO 2011 SP9, TRANSIT NXT, MEMOQ, SDLX.

I also work with free software tools supplied from clients on their request and I'm always available to try and learn new translation software.

I can create and organize terminology support materials such as glossaries, style guides, translation memories and terminology database.

## **PROOFREADING AND QUALITY ASSURANCE**

Proofreading of translated documents verifying the consistency of the terminology and the style used with the original text. Checking that the translated document is adapted to the target group, the readability is good and the text contains no typos, mistranslations, grammar errors, or omissions, and other mistakes that can affect the quality of the translation.

## **EDUCATION**

- 2004: Second Level Master in Translation issued by Agenzia Formativa TuttoEuropa, Turin (according to D.M. (Ministerial Decree) 509/1999 and D.M. 270/2004).

Postgraduate training in Technical Translation

- 2003: four-year Modern Languages BA, Università degli Studi di Genova UNIGE.

## **PERSONAL DETAILS**

Date and Place of Birth: Genova, Italy, 07/07/1975

Address: Corso A. L. Martinetti 123/6 – 16149 Genova, Italy

Regular VAT Number Registration issued by Italian Revenue Agency in 2004