

PERSONAL INFORMATION

NAME Maria Grazia Franzini

OCCUPATION Freelance translator, IATI certified translator and member

MOTHER TONGUE Italian

LANGUAGE COMBINATIONS English-Italian, German-Italian

MEMBERSHIP IATI (International Association for Translators and Interpreters)

ADDRESS Via Monteleone 18b, 37015 Gargagnago, Verona, Italy

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VAT NUMBER P. IVA IT03995420233

EDUCATION **Master’s Degree in Foreign Languages and Literatures (4 years)**

 (English and German), University of Verona (1995).

 Title of the final dissertation:”*Il giornalese come varietà stilistica*”

 - Online course on Literary Translation from English promoted by the

 literary review “Storie” and the publisher “Leconte”, first and

 second edition (2007-2008)

 - **IATI specialization course in technical/technological translation**

 **for Italian and English languages (2013),
 - CEDILS** certification (for teaching Italian as a foreign language),
 University of Venice Ca’ Foscari, 2015
 - **CAE (Cambridge Advanced English)** C1 level of English, 2016
 - **GOETHE ZERTIFIKAT DEUTSCH C1 level**, 2016

SERVICES English-Italian and German-Italian translation of texts of general

 and special interest. Proofreading.

TRANSLATION FIELDS Tourism and Travel, Marketing, E-commerce, Documents (CVs,

 mission statements, certificates), Education, Technical translations.

 Translation of promotional materials, business-related documents

 including websites, leaflets, e-mails and communications.

SKILLS - passionate about continual learning

AND COMPETENCES - proficient in MS Office software 2014 (Word, Excel, Powerpoint),
 Office 365

 - general understanding of CAT tools: Wordfast Pro 4, Memsource
 Editor, Virtaal, working knowledge of Htlm

 - well versed in Internet Terminology Search

WORK EXPERIENCES

2010-to present

 - Translation of Curriculum Vitae, cover letter and subsequent

 English class curriculum with mission statement for a Montessori

 teacher (from Australia), about 8960 words in total.

 - volunteer translations for “Gospel Translations”, about 7760 words

 - translations of blog posts and e-commerce texts for the crowdsourcing

 agency “**Gengo**”, (projects for Channel Advisor, Active Leeds,
 Topgrade Sportswear, using Memsource about 15000 words),
 available reference letter

 - translation of product datasheet (outdoor detector) for a Chinese

 agency, 215 words

 - proofreading of terminology list (alarm system) for a Chinese agency,

 20 words

 - translation of an essay on medical malpractice for an Italian agency

 2000 words

 - translation of a user manual (external battery) for a Chinese agency

 1400 words

 - translation of certificate (no impediment to marriage) for a Latvian

 agency, 187 words

 - translation of customs documents (CN codes of fuel oils) from German

 for an Italian agency, 1380 words

 - captioning and subtitling for the “TED.com” project (a volunteer video and
 subtitling community, about 5000 words
 see profile and completed tasks:

 <http://www.ted.com/profiles/1763004/translator>

 - volunteer translation of articles published in the environmental

 magazine “Mongabay.com”, about 4500 words in total

 - translation from English of Individual learning plans for a college

 student (7000 words)
 - translation of brochures on indoor air pollution and
 mould-stained walls from German (10,000 words) to Italian
 - translation of a transport and storage contract from German

 to Italian (2000 words)
 - statutory declaration for Latvian agency
 - legal documents for French agency (800 words)

 - Translations from German to Italian for **Tolq.com** (70000 words up to now)
 e-commerce (electrical devices, photography, smartphone accessories and

 apps)

1995-2011

 Private tutor (young learners)

1989-1991

 Employed at the public library of Verona in a project involving

 a 20 people team cataloguing books (donated to the library)

 according to international standards (ISBD). Recording and storage of

 bibliographic data.

HOBBIES and INTERESTS I have a working knowledge of Spanish (B1/B2) that I enjoy to

 improve in my little spare time. Reading literature in original language

 (books not yet translated into Italian), keeping in touch with penpals

 with tandem method.

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Revised in November 2017