

## About me

*I became a translator out of passion and I am determined to perform high quality translations. When I accept a job I am aware that the success or failure of a project, the placement of an order, or the prevention of misunderstandings and subsequent costly complaints may depend, to a great extent, on the quality of my translation.*

*After high school my knowledge of English and German was considerably improved by several periods of work abroad and then by attending the School for Interpreters and Translators in Trieste.*

*However, I believe that my book-keeping certificate and business knowledge were of essential importance for my well-received translations of contracts, articles of association, by-laws, balance-sheets etc., and also for liaison interpreting. Each business negotiation in the office is followed by a visit to the production hall. Thanks to the fact that I can see the processes and the machines in operation I can rely on firsthand experience and thanks to my function as link between the Italian engineer and his foreign colleague I can get the essential points across being then able to express concepts and contents with the correct technical words.*

*Over time I have improved, helped by technical literature, my capacity to understand the reasoning of lawyers and judges, as explained in entries and statements as well as in writs and judgements, which is how I became acquainted with legal language. I am enrolled as no. 295 on the list of authorized experts at Modena Court for German and English. I have been appointed by the Court several times, with good results.*

*I have taken part in advanced training courses for translators. I now translate technical, commercial, legal texts etc. from German and English into Italian.*

*I also translate commercial and technical correspondence from Italian into German and English. In the case of texts that are going to be published and may influence the image perception of a company, I outsource the translation to a native speaker colleague. When copy-editing I give much importance to her/his good understanding of the Italian text.*

*In witness whereof*

*Annalisa Montanari*

## **KEY SKILLS of Anusca Mantovani**

### **COMMERCE \*)**

Memorandum of assoc.  
Company regulations  
Sales terms and cond.  
Financial statements  
All kind of contracts

### **MARKETING \*)**

### **MECCANICA ^)**

Manuali operatore  
(anche CNC)  
Materials-handling Techn.  
DIN Standards  
Quality Assurance (QMS)  
Patents

### **HUMAN RESOURCES**

**CUSTOMER CARE**  
**CUSTOMER SATISF.**  
**LIFTS & ELEVATORS**  
**TURISMO** (licensed in)  
**Gastronomy °)**

### **LEGAL \*)**

Statements/Judgements  
Bankruptcy/Insolvency  
Civil and Criminal law

### **TEXTILE / FASHION ^)**

Knitwear / Wear  
Gents, ladies and children  
Macchine relative

### **CERAMICS**

Floor and wall tiles  
Fixing  
**BUILDING INDUSTRY**

### **FINANZA \*)**

Bourse & Finance

### **ELETRONICS**

in relation to machines

### **ADVERTISING**

**particularly good**

**All kind of civil registry, legal and  
school certificates**

### **Languages**

ITALIAN : Mother tongue

GERMAN : 1. Language

ENGLISH : 1. Language

FRENCH : 2. Language

### **PC**

Windows 7 – Office 2010 - TRADOS STUDIO 2015

### **Key to symbols:**

\*) Book-keeper certificate (5 years commercial high school and experience as employee in export department)

^) Specific industrial sectors of the Modena district

°) Hobbies

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