

CURRICULUM VITAE

PERSONAL DATA

NAME AND ADDRESS

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PLACE AND DATE OF BIRTH

Milan (Italy), 16th May, 1965

EDUCATION AND LANGUAGES

DEGREE

Diploma Superiore di Traduttore (Degree in Translation)
obtained at the Milan School for Interpreters and Translators (SSIT) in 1989 (final note 105/110).

MOTHER TONGUE

Italian

SOURCE LANGUAGES

English, Dutch, French, German, Spanish

ACCREDITATION

Chambre Belge des Traducteurs, Interprètes et Philologues (C.B.T.I.P.)

EXPERIENCE

Since October 2012

- Employed part-time as a Project Manager at cApStAn sprl (Brussels) specialised in linguistic quality control in the domain of international surveys.
- Part-time freelance translator offering the services mentioned below.

Since January 1997

Free-lance translator offering the following services to a large portfolio of direct clients and international language/localisation companies:

- translation of technical and marketing material (including Web sites);
- software localisation (including resizing, linguistic testing, etc.);
- revision/verification of translations from other freelancers with reporting to the client;
- proof-reading of Italian texts after DTP and before printing;
- quality control of Italian texts and software;
- translation centralisation for projects involving different translators;
- management assistance in linguistic Quality Control projects;
- terminology base creation and update;
- copywriting and copy fitting;
- Italian language instruction (one-to-one and groups).

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November 1992 - December 1996

Senior Italian Language Specialist at Hitext S.A. with the following responsibilities:

- **Italian translation/revision** of technical and marketing material: user's manuals, datasheets, promotional brochures and leaflets, press releases, magazines, videos, display adverts, Web pages, etc.;
- **Localisation of software** and computer-based training programs with quality control on the running version to check window sizing, error messages, on-line help, shortcut keys, etc.;
- **Proof-reading/Quality control** to check spelling, layout, legends, etc.;
- **Creation and updating of terminology glossaries** per client and client's division;
- **Set-up of a library of documentation** and reference material;
- **Training** of free-lance translators.

August 1989 - October 1992

Free-lance translator in Milan for translation companies and multinational businesses (e.g. Siemens, Ikea, Telettra-Telenorma, Toshiba).

SPECIALISATION AND KNOWLEDGE

Software Localisation, Graphic Arts (including pre-press, press, and publishing), Information Technology (hardware and software), Telecommunications, Networking, Multimedia, Visual Systems, Education surveys.

CLIENT PORTFOLIO

- SDL Sheffield Ltd (Sheffield, United Kingdom)
- Comtec Translations (Leamington Spa, United Kingdom)
- Merrill Brink International Ltd. (Galway, Ireland)
- Mastervoice bvba (Temse, Belgium)
- Kortrijk XPO (Kortrijk, Belgium)
- Beurzen Adviesbureau (Utrecht, Netherlands)
- ECOTEC Research and Consulting Ltd. (Brussels, Belgium)
- cApStAn sprl (Brussels, Belgium)
- Berlitz Language School (Brussels, Belgium)
- Gitracom sprl (Brussels, Belgium)
- Vertaalbureau De Keulenaar ('s-Hertogenbosch, Netherlands)
- iCtrl (Culemborg, Netherlands)
- Connexion Corporate Communications nv (Brussels, Belgium)
- Telelingua International sa (Brussels, Belgium)
- EA Vertaaladviesbureau bvba (Herent, Belgium)
- Home Office bvba (Antwerp, Belgium)
- VRT (Brussels, Belgium)
- Vertaal- & Tolkwerk Strobbe (Roeselare, Belgium)
- Linguanet sprl (Brussels, Belgium)
- ElaN Languages (Heusden-Zolder, Belgium)

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RECENT PROJECTS

- Nespresso Web site and communication material,
- COLT brochures and communication material (translation and revision),
- Suttero newsletters,
- Cordis Focus European Commission magazine (proof-reading),
- European Works Council minutes for different companies,
- Scabal and Natan press releases,
- Teacher Education Development Study (translation verification),
- OECD Programme for International Student Assessment (PISA) (translation verification, project management),
- IEA TIMSS and PIRLS International Studies (translation verification, project management),
- Rangemaster user's manuals

RATES

- Translation and localisation: 0.10 € per source word or 1.00 € per source line
- Revision, proof-reading and any other time-based job: 45.00 € per hour
- Rates for translation using Trados/SDLx:
 - 0-84% = 0.10 € per word;
 - 85-99% = 0.06 € per word;
 - 100% + repetition = 0.03 € per word

COMPUTER EQUIPMENT

HARDWARE

- HP PC with Intel Core i5-3470, 64 bit, 3.20 GHz processor, 8.00 GB RAM.
- HP ProBook notebook, Intel Core i3 CPU, 2.27 GHz processor, 3.00 GB RAM, 280 GB hard disk, 15-inch colour monitor.
- HP LaserJet P2015n printer.
- HP Photosmart C5180 colour printer/scanner.
- VDSL connection to ISP.

OPERATING SYSTEMS

Windows 7 Professional.

SOFTWARE

MS Office 2010 (including Word, Excel, PowerPoint, and Outlook), Italian Proofing Tools, SDL Trados 2007 Suite Freelance, SDL Trados Studio 2009 Freelance, McAfee AntiVirus, Internet Explorer 8, Adobe Acrobat 9 Pro, Skype.