

# MICHELA MINELLI

ITALIAN MOTHER TONGUE PROFESSIONAL FREELANCE TRANSLATOR

EN, DE > IT

## CURRICULUM VITAE

### PERSONAL DATA

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Name: Michela  
Surname: Minelli  
Address: Via dei Cinque Colli 103, 06024 Gubbio (PG), Italy  
Nationality: Italian  
Date and place of birth: Bentivoglio (BO), Italy, 11<sup>th</sup> September 1980  
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[www.proz.com/pro/49914](http://www.proz.com/pro/49914)  
<http://www.aiti.org/profilo/michela-minelli>

### WORK LANGUAGES

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Mother tongue: Italian  
Language knowledge: German, English (excellent knowledge)  
Target: German, English into Italian

### PROFESSIONAL ASSOCIATIONS MEMBERSHIP

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- AITI member since March 2006. Qualification as professional translator en>it with technical and economical specialisation.

### PROFESSIONAL EXPERIENCE AND WORK FIELDS

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Freelance translator since 2002 from German and English into Italian:  
banking, financial services, investment documentation (Raiffeisen, UBS, Deutsche Bank, Credit Suisse, Vontobel, Aberdeen, Capital Group: monthly and weekly commentaries, economic outlooks, fund performances, internal directives, investor guides, mailings, product brochures, articles from The Wall Street Journal published in Italy by Milano Finanza)  
institutional texts (especially texts from Swiss federal institutions (e.g. BAG, Swiss Army), organisations and associations)  
company documentation (e.g. product flyers, training documents, newsletters, quality systems, compliance, best practices, etc.)  
technical manuals and documentation (e.g. machine tools, heating systems, mechanics, automotive, alternative energies)  
patent documentation (e.g. aeronautics, automotive, mechanics)  
contracts  
tourist guides (e.g. Veloland Schweiz)  
software and manuals  
internet sites (e.g. MySchweiz, Von Rundstedt, Schweizer Fleisch)

Freelance interpreter (2002 – 2006) UK/DE>IT for exhibitions in the Bologna Exhibition Centre (“Bologna Fiere”), (ZOOMARK, EIMA, SAIE etc.) and the Goods Exchange (“Borsa Merci”) of Modena. Interpreter for various companies taking care of commercial negotiations, working dinners/lunches, meetings, and congresses.

Main Clients: Italian and foreign translation agencies. References available on request.

## WORK RECORD

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- Since 2002 – Self employed freelance translator and interpreter.
- July-September 2002 – Work/study course at the “HELP” Translation Agency, Ferrara, Italy. Translation and correction of technical and commercial manuals and documents from English, German, and French into Italian.
- January-December 2002 – Internal collaborator for a civil engineering studio. Research and selection of International and National tenders on the Internet.

## EDUCATION

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- Degree in Linguistic Mediation, 2004 Upper School for Interpreters and Translators, Bologna; English and German. Vote: 110/110 Summa cum laude
- Degree Diploma in Conference Translation and Interpretation, 2002 Upper School for Interpreters and Translators, Bologna; English and German. Vote: German 91/100; English 93/100.
- Diploma in English, German and French, Language school “N. Copernico”, Bologna, 1999. Vote: 86/100.

## PROFESSIONAL TRAINING/DEVELOPMENT

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- March – May 2006: 45-hour professional course on translation of legal documentation en>it (company documents, European Union documents, contracts, judgements, decisions) – Theory and practice.
- September 2006: one-day training on basic functions of Trados Freelance Professional
- May 2008: one-day training on advanced functions of Trados Freelance Professional
- October 2008: one-day training on Web research tools and techniques for translators
- September 2009: three-day international conference “Translating in the future”, Berlin
- November-December 2013: online training (8 webinars) with lab exercises and individual lessons on translating books for children and young adults
- February 2014: one-day training on managed financial instruments (SICAV, OIC, OICVM)
- March 2014: Quality and revision in translation
- May 2014: Energy production from renewable sources EN-IT
- February 2015: one-day training course on Machine translation
- Oct-Nov. 2015: 2 webinars on investment funds and the language of financial news EN-IT
- November 2015: one-day training on personal branding
- November 2015: one-day training on translation of balance sheets DE-IT
- May 2016: one-day training on professional use of “LinkedIn”
- October 2016: one-day training on internationalisation
- Februar 2017: one-day training on time management
- April 2019: webinar series: translation of financial documents
- December 2020: 2 webinars on translation of financial texts
- May 2021: half-day webinar on translating and writing for Switzerland
- October 2022: half-day webinar on translating bank documents

## SOFTWARE AND HARDWARE

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Windows 10, Suite Microsoft Office 365

CAT TOOLS: SDL Trados 2021, Transit NXT, SDLX, SDL Passolo 2018 and 2022

Stand: December 2022