



Daniela Ciafardoni

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Profession: Freelance translator

Source Languages: English, Italian, French, Spanish

Target Languages: English and Italian

Years of experience: 5

"As a professional translator, I am committed to facilitating dialogue between people and cultures by providing reliable and high quality translations."

Qualifications and professional status:

- MA Applied Translation Studies
- BA Modern Languages (French and Spanish)
- DALF (Diploma in advanced French Language Studies)
- Diploma di Maturità Scientifica (Italian high-school diploma)
- Year abroad in France
- Associate of the Institute of Translation & Interpreting

Software:

- Trados 2007
- Multiterm 2007
- SDLX
- Microsoft Word 2007
- Excel 2007
- Powerpoint 2007

Number of words translated: Over 1 million

I was raised in Italy in a bi-lingual family and I attended Italian schools up to the age of 18. Thanks to my interest in foreign languages, I embarked on a university degree in French and Spanish at the University of East Anglia and then obtained a Postgraduate degree in Applied Translation Studies. I have now been living in the UK for over 10 years and consider myself truly bilingual. I have been working as a freelance translator for five years, offering accurate and timely translations from Italian, French, Spanish and English.

Areas of Expertise:

- **Business**
 - ✓ Business correspondence, Memos,
 - ✓ Management reports
 - ✓ Policies and procedures
 - ✓ Employment contracts
 - ✓ Non-disclosure agreements
 - ✓ Internal monitoring systems
 - ✓ HR documentation
 - ✓ PowerPoint presentations

- **Legal**

- ✓ Service and employment contracts
- ✓ Criminal records, precautionary appeals
- ✓ Agency agreements
- ✓ Deeds of incorporation
- ✓ Service provision contracts

- **Financial**

- ✓ Financial statements and notes, annual and quarterly reports, expenditure reports
- ✓ Loan agreements, credit card agreements
- ✓ Loan applications
- ✓ Insurance claims

- **Technical**

- ✓ Construction projects
- ✓ Technical manuals
- ✓ Product specifications
- ✓ Industrial machinery

- **Tourism**

- ✓ Brochures, websites, tourism policies, promotional material

- **Science and Environment**

- ✓ Regional environmental issues (pollution, land use, transport, water resources, pollution impact on human health, company environmental policies etc.)

Continuing Professional Development

- ✓ Sales and Marketing Workshop run by the ITI (Birmingham, 25 April 2009)
- ✓ Style Matters with Chris Durban FITI and Ros Schwartz MITI (Perth, 20 June 2009)

Past Work Experience

- **Trainee Language Teacher: September 2005 – March 2006**
 - ✓ Teaching French, Spanish and Italian at Secondary School Level as a PGCE student
 - ✓ Lesson planning and preparation of teaching resources: Worksheets, PowerPoint presentations
- **Buying Assistant, Pavers Shoes: July 2004 – September 2005**
 - ✓ Translation of business related texts
 - ✓ Assisting the Buying Support Manager in administration procedures
 - ✓ Liaising with Italian, French and Spanish suppliers and acting as the main point of contact for European based companies
 - ✓ Organising deliveries and collections of goods from and to the warehouse with various freight companies
- **Language Communicator, Sykes: October 2003 – March 2004**
 - ✓ Working as a Customer Service Advisor for Procter & Gamble
 - ✓ Taking calls from Italian customers and dealing with complaints and enquiries on a wide range of products