



JOANNA ELLUL

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C9, The Calling, Triq Caravaggio, GHR1605, Gharghur, Malta

● WORK EXPERIENCE

01/03/2019 – CURRENT

MALTESE LANGUAGE LEAD - AIRBNB TRANSLATION PROJECT – TRANSLATED SRL

Since March 2019, I have been working with Translated as Maltese Language Lead on the Airbnb Translation project.

The role includes the following duties:

- Final quality Revision (2nd Pass review) of 20,000 words per month.
- Training and leading of qualified translators
- Responding to language-specific questions from translators and reviewers, owning the locale and making linguistic decisions
- Regular review of the localized Airbnb web and mobile product and fixing linguistic bugs
- Updating and maintaining reference material such as a glossary and style guide
- Reviewing of Subtitles on Amara

Rome, Italy

03/2009 – CURRENT

FREELANCE TRANSLATOR – SELF-EMPLOYED

I have been working as a freelance translator and proofreader since 2009, carrying out various outsourced translations and proofreading for several local and foreign companies.

Freelance work carried out includes the following:

Airbnb Translation (100,000 words) - Translated

Legal Translation (8,000 words) - Time Translation Ltd.

Technical Translation (Diving Equipment) (23,000 words) - ArtBook

Medical Translation (5,000 words) - WordSystem Inc.

Microsoft Translation (3,500 words) - Moravia

Technical Translation (Technology privacy statement) - (18,000 words) - Travod

Technical Engineering Translation (36,000 words) - Travod

Technology Translation (160,000 words) - One Hour Translation

Subtitle Translation for LUX Films (6,000 subtitles) - Words in Transit

Translation of EU Documentation (17,000 words) - Words in Transit

Medical Equipment Translation (18,000 words) - ULG

Menu Translation (5,000 words) - Gululu Kċina Maltija

EU Documentation Translation (60,000 words) - Idea Text

EU Documentation Translation (11,000 words) - Translated.net

EU Documentation Translation (26,000 words) - Transcripta

Gaming Website Localisation (11,000 words) - AIT

General Translation (7,000 words) - Easy Translate

Fujifilm User Manuals Translation (31,000 words) - BeConnected
3M User Manuals Translation (11,500 words) - Translation Gate
Technical Translations (7,000 words) - Translation Gate
Medical Technology Translation (2,000 words) - Andiamo!
Consumer Information Booklet Translation (6,000 words) - Office for Consumer Affairs, Malta
Statute Translation (5,000 words) - Society of Medical Radiographers, Malta
Website and Brochure Translation (6,000 words) - TDM2000 Malta
EU Documentation Proofreading (2,000 words) - Translated
Proofreading of Erasmus+ website (10,000 words) - Altissia
Proofreading of Various Documents (20,000 words) - Wagner
Proofreading of Thesis (15,000 words) - Private Client
Proofreading of Booklet (2,000 words) - More or Less Theatre
Proofreading Airbnb (200,000 words) - Translated
Proofreading Medical Equipment (120,000 words) - Welocalize
Proofreading of Medicine Leaflet (10,000 words) - AdHoc
Proofreading of Legal Documents (7,000 words) - RixTrans
Malta

11/2007 – 02/2009

FREELANCE TRANSLATOR – GLOBAL TRANSLATIONS SOLUTIONS

Freelance translation work with Global Translation Solutions. Translation jobs included various general topics including Legal Texts, Contracts etc.

Malta

11/2007 – 01/2008

FREELANCE TRANSLATOR – MC TRANSLATE

Freelance translation work with MC Translate. Translation jobs included various general topics including Religion, Public Relations, Press Releases, Contracts etc.

Malta

09/2007 – 09/2007

FREELANCE TRANSLATOR – PARLIAMENTARY SECRETARY FOR SMALL BUSINESSES AND SELF-EMPLOYED

I worked on the translation of a document for the Parliamentary Secretary for Small Businesses and Self-Employed, Malta, with a total of 64 pages / 13,000 words.

Malta

07/2007 – 08/2007

TRAINEE TRANSLATOR – REPRESENTATION OFFICE OF THE EU COMMISSION

I was given a post as a trainee translator, within the Translation Field Office of the Representation Office of the EU Commission for one month.

During my post here I translated various EU documents including Regulations and Legal Notices into Maltese and also used various EU terminology databases.

● EDUCATION AND TRAINING

01/10/2007 – 30/06/2008 – Malta

POST-GRADUATE DIPLOMA IN TRANSLATION – University of Malta

Specialisation is Maltese, English and Italian

EQF level 7

01/10/2004 – 30/06/2007 – Malta

BACHELOR OF ARTS IN MALTESE AND LINGUISTICS – University of Malta

EQF level 6

01/10/2002 – 30/06/2004 – Birkirkara, Malta

A-LEVELS AND INTERMEDIATES – St Aloysius College

A-Levels: - Maltese, Italian, English

Intermediate: - Italian, Philosophy, Pure Mathematics, Systems of Knowledge

EQF level 4

01/10/1991 – 30/06/2002 – St. Julian's, Malta

O-LEVELS – Convent of the Sacred Heart

O-Levels: Italian (1), English Language (2), Maltese (2), Mathematics (2), English Literature (3), French (3), Business Studies (3), Physics (3), Religion(3), Social Studies (4), Commerce (D).

EQF level 3

01/11/2008

BACHELOR OF MUSIC (B.MUS.LSM) – LSM (London Society of Music)

Theoretical Degree

04/2007

PIANO RECITAL DIPLOMA – LSM (London Society of Music)

Piano Performance Diploma

● LANGUAGE SKILLS

Mother tongue(s): MALTESE | ENGLISH

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
MALTESE	C2	C2	C2	C2	C2
ENGLISH	C2	C2	C2	C2	C2
ITALIAN	C1	C1	C1	C1	C1
FRENCH	A2	B1	A1	A1	A1

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

- **DIGITAL SKILLS**

Basic graphic design - Canva | Microsoft Word | Microsoft Excel | Microsoft Powerpoint | Zoom | Instagram | Facebook | Skype

- **ORGANISATIONAL SKILLS**

Organisational skills

I have done work with the St. Aloysius College Scout Group where I was an Assistant Cub Scout Leader (ACSL) and I also helped out with the Cub Section of the San Gwann Scout Group; I was also the secretary of the youth section of BirdLife Malta.

- **JOB-RELATED SKILLS**

Job-related skills

I am in possession of a type B driving licence.