

Simona Corsellini

Translator and Interpreter

Place and date of birth: Bologna, Italy, 07.06.1966

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### **Education and training**

<b>1985/86</b>	Diploma from Liceo Linguistico Internazionale, Bologna, Italy. Grade 54/60 Languages studied: English, French and Spanish.
<b>1989/90</b>	Parlamentary Interpreter and Translator Degree Diploma from Scuola Superiore per Interpreti e Traduttori (SSIT), Bologna, Italy. Grades: 30 e lode for Spanish, 30/30 for English.
<b>1985/90</b>	Numerous courses in United Kingdom and Spain to improve spoken and written language skills.

### **Work**

<b>05/2001 today</b>	Freelance technical translator specialising in: <ul style="list-style-type: none"><li>• Localization of Novell Web site and documentation</li><li>• Localization of several software products (Witness, Teradata, Adobe Photoshop, Adobe Illustrator, Adobe InDesign, WoodWing, Microsoft SCOM/SCE/Expression, Nokia, Palm PDAs, RIM, etc.)</li><li>• Involved as a team leader in a large localization project for Lean Manufacturing best practices</li></ul>
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	<ul style="list-style-type: none"><li>• Translation of technical documentation (Philips, RS Components, Chrysler, Rockwell, Dell, Symbol Technologies, Kodak, CD-R/W, Adaptors, FG Wilson, Linx, Sick, Toshiba, Nikon, etc.)</li><li>• Translation of Web site texts (Sony, Philips, Microsoft, Shell, etc.)</li><li>• Translation of technical manual for home theatre systems (Yamaha)</li><li>• Translation of technical manuals for printers (Linx)</li><li>• Translation of technical manuals for food packaging machines, machine tools and tractors (GD, IMA; New Holland; CNH).</li><li>• Translation of technical manuals for railway signalling systems, valves, UPS, etc.</li></ul>
<b>11/1997 04/2001</b>	IC.DOC Corporate Language Services, Bologna, Italy. <b>Production Manager.</b> My responsibilities include: <ul style="list-style-type: none"><li>• Management of in-house production staff (project managers, language specialists and translators).</li><li>• Management of external freelance network.</li><li>• Recruitment and human resources management.</li><li>• Organisation, launch and piloting of complex, high-volume translation projects.</li><li>• Management of key customer accounts.</li></ul>
<b>1996/98</b>	IC.DOC Corporate Language Services, Bologna, Italy. Freelance senior translator, revisor, language specialist and project manager (Scandinavian, English and Spanish markets).
<b>1989/97</b>	Freelance technical translator specialising in: <ul style="list-style-type: none"><li>• Translation and revision of technical manuals for machine tools, packaging machinery, plastics, food processing.</li><li>• Translation and revision of legal documents, including business and commercial contracts, adoption papers, harmonisation documents.</li></ul>

	<ul style="list-style-type: none"><li>• Translation and revision of patents.</li><li>• Translation, revision and copy writing of publicity and advertising material.</li><li>• Software localisation including Microsoft Outlook in Italian.</li></ul>
<b>1990/97</b>	Freelance consecutive interpreter for G.D, Bologna Italy, manufacturers of cigarette making and packaging plant. I worked alongside company technical training staff during company training courses for overseas technicians. Topics: mechanical engineering, electronics, process control, high-speed packaging machinery.
<b>1990/97</b>	Freelance consecutive interpreter (Italian<->English), (Italian<->Spanish) at conferences and meetings organised by regional government, local authorities and manufacturing companies. Topics: professional and vocational training; packaging plant and machinery; process control.
<b>1990/97</b>	Freelance consecutive interpreter for numerous customers including: Ducati Motor S.p.A., IMA S.p.A., British and American Tobacco Ltd. and ERVET. Topics: motorcycles and mechanical engineering; high-speed packaging machinery; business and economics.
<b>1990/95</b>	Freelance simultaneous interpreter (Italian <->English), (Italian <->Spanish) at conferences organised by the European Community and private businesses.
<b>1989</b>	Start of career as freelance interpreter and translator

**Languages**

Italian: native speaker

Spanish: fluent, written and spoken

English: fluent, written and spoken

**Computer skills**

MS Office XP Professional (Word, Excel, Power Point, Access), Adobe Frame Maker, Adobe Page Maker, Adobe Photoshop, Adobe Illustrator, Star Transit Satellite, SDL Trados 2007, SDL Studio 2009, LocStudio, MultiTerm, MS Outlook XP, MS Internet Explorer, Ultraedit 32, WinZip, PDF Professional 5.

**Computer hardware**

**Workstations:** 2 PCs – AMD Athlon 64x2 dual core processor 5000+, 2,61 GHz, 2,00 GB RAM (Windows XP Professional) - Intel Pentium 4 Processor, 2.73 GHz, 512 MB RAM (Windows XP Home Edition)

**Printer:** Samsung SCX-4x16 series (printer, fax, scanner, photocopier)

**CD-RW:** Plextron PX-W2410A – **DVD Writer:** Samsung SH-S203P

**ADSL connection****Backup system**