

Curriculum vitae

Alessandra Albani

Place and date of birth:	Bergamo (Italy), 18th April 1973	Phone: +39 039 327296
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Curriculum studiorum

1992: A-levels at Liceo Linguistico *S. B. Capitanio* in Bergamo with **55** points out of 60. Foreign languages: English, French (5 years) and German (3 years).

1995: diploma in translation, interpretation and foreign languages correspondence at *Scuola Superiore di Lingue Moderne per Interpreti e Traduttori* (University of Trieste) with **55** points out of 60 (foreign languages: English and Spanish). Same diploma in German (note: “excellent”).

1998: degree in translation at *Scuola Superiore di Lingue Moderne per Interpreti e Traduttori* (University of Trieste) with **108** points out of 110 and **dignità di stampa** (possibility of having part of the dissertation published). **Title of the dissertation:** “*Tradurre il Modernismo. Costanti stilistiche nella prosa e nella poesia di Julián del Casal*” (Translating Modernism. Stylistic characteristics in Julián del Casal’s poetry and prose).

1999: Master in Computer Science Translation organised by CTI (Communication Trend Italia) in Milan. Final note: **98** points out of **100**.

November 2001: specialisation course in economic and financial translation organised by CTI (Communication Trend Italia) in Milan.

Language courses abroad

July 1987: three weeks English course for foreigners in London.

July 1989: three weeks English course for foreigners in Edinburgh.

July 1990: three weeks German course for foreigners in Regensburg.

July 1991: ten days free stay in Paris organised by Alliance Française.

August 1993: one month German course for foreigners at the *Eurozentrum* in Cologne.

August 1994: one month English course for foreigners at the *Eurocentre Victoria* in London.

January - March 1996: Erasmus exchange with the School for Translation and Interpretation of the University of Granada (Spain).

August 1997: two weeks French course for foreigners at the *Sprachkaffe - Langues Plus* in Paris.

Working experiences

November - December 1996: translator for *Eurologos* -Company of Translation and Linguistic Services- in Milan

July - December 1997: period of training as Presidential Secretary for *Associazione Premio Grinzane Cavour* in Turin

February - June 1998: professional collaborations as free-lance translator

June – December 1998: translator and secretary for *Associazione Premio Grinzane Cavour* in Turin thanks to a scholarship offered by the Association itself with the contribution of “Unioncamere Piemonte”

March - July 1999: commercial secretary for the German firm *Diamant Winter* in Zingonia - Bergamo.

November 1999: period of training as translator for *Soget* - Company of Translations and Linguistic Services - in Milan (main activity: translation of the Company Quality Manual into English).

September 1999 – December 1999: professional collaborations as free-lance translator

January 2000 – June 2004: teacher for English and Spanish (company and individual courses)

From January 2000: regular job as free-lance translator and editor

Working languages

English: translations from/to Italian
liason interpreting
teaching

Spanish: translations from/to Italian
liason interpreting
teaching

German: translations to Italian

Specialisation fields

Technical / Industrial

Manuals, Technical Specifications and Procedures, Control plans and procedures (main fields: air conditioning, air cooling and ventilation, heat exchange, process plant engineering)

Information Technology

Manuals, Software localization (SAP), Web sites

Marketing / Advertising

Press releases, Advertising Campaigns, Company Management Courses, Web Sites

Tourism

Tourist guides, Catalogues, Brochures

CAT tool used

WordFast version 4.21q

Other qualifications

Good knowledge of OS *Windows* and *Macintosh*, in particular *Office2003Small Business Edition per Windows*, *Adobe Acrobat 6.0 Full Version*, *Word 8.0 per Macintosh* and *File Maker Pro per Macintosh*. Good knowledge of CAT tools *WordFast* and *Trados*.