

# Holly Carlile

**Italian and French** translator and graduate from Durham University with the ability to read, write and speak both languages competently. Currently working for the Milan branch of American law firm Orrick and as a freelance translator, I am a conscientious, hardworking individual able to work on my own initiative. I am highly motivated and organised, possessing excellent written and verbal communication skills. I have a sound knowledge of information technology and am an active team player.

## Education

- 2012** "Demystifying Legalese for Translators", courses on *Alternative Dispute Resolution* and *Property Law, Wills and Trusts* attended in Milan, Italy, led by American and British lawyer and former judge, Adele Fenstermacher.
- 2011** "Demystifying Legalese for Translators", course on *Civil Litigation and Contracts* attended in Milan, Italy, led by American and British lawyer and former judge, Adele Fenstermacher.
- 2011** "The Legal English of Legal Process", course attended in Milan, Italy, led by lawyer and translator Serena de Palma.
- 2010** "The Legal English of International Contracts", course attended in Milan, Italy, led by lawyer and translator Serena de Palma.
- 2004 – 2008** Durham University, reading **BA Modern Languages (Italian and French) 2:1 with Distinction in Spoken Italian and Spoken French**
- 2007** Scuola Leonardo, via Darwin 20, 20143 Milan, Italy  
Summer evening Italian language course undertook during work placement in Milan.
- 2006** **Intensive TEFL Course** (ITC), York, UK.  
20 hour practical 'Teaching English as a Foreign Language' (TEFL) course.
- 2006** Scuola Dante Alighieri, Castelraimondo (MC), Italy: 2 week Italian language course.
- 2002 – 2004** Scarborough VI Form College, Scarborough, UK  
**A Levels:** French, English Language, Psychology (AAA), General Studies (C), AS History (A)
- 1997 – 2002** Raincliffe Secondary School, Scarborough, UK  
**GCSEs:** English Language, English Literature, French, History, Religious Education (5 A\*s); Mathematics, Music, Food Technology, Science (Dual Award) (5 As); ICT (B).

## Work Experience

### **April 2011 – Present** – *Legal Translator & Assistant at Orrick Herrington & Sutcliffe law firm, Milan, Italy.*

In addition to my assistant role, I am now in charge of translating legal and business documents for the Milan office, also regularly assisting the Rome office. I work primarily from Italian into English, but also translate from French when required. As the only native speaker among staff members, I am asked to proofread all kinds of documents on a daily basis, including a wide variety of agreements, deeds, memos, letters, etc. from many different areas of law, particularly Intellectual Property, Bankruptcy, Alternative Energies, Privacy, Tax, Labour Law and Structured Finance. I am also required to be in frequent contact with English and French speaking countries. I recently assisted as an interpreter in negotiations between a major Orrick client and a consortium of Italian companies regarding a public tender bid.

### **October 2008 – Present** – *Legal Secretary at Orrick Herrington & Sutcliffe law firm, Milan, Italy.*

I am secretary to three Orrick partners who work in the European Corporate department. My work involves translating various legal and business documents from Italian and French into English and vice versa. I am also regularly required to proofread contracts, as well as licence, trademark and shareholder agreements in English, and also general letters and e-mails. I have frequent contact with English and French speaking countries and also carry out administrative tasks.

### **May 2009 – Present** – *Freelance Translator, Milan, Italy.*

I work on a freelance basis in collaboration with various translation agencies and direct clients, carrying out translations from Italian and French to English and proofreading texts in English from a variety of areas, such as law, finance, marketing and tourism. This usually involves extremely tight deadlines and quick turnarounds.

**June 2008 – August 2008** – *English Language Assistant/Teacher at Anglolang Academy of English, Scarborough, UK.* I assisted and taught a variety of classes, with foreign students aged 6-60. I also helped to plan lessons and lead project work groups on British culture.

### **May – August 2007** – *Product Assistant at Jobrapido.com, Milan, Italy.*

I was responsible for helping to control, develop and co-ordinate the UK Jobrapido website, carrying out web marketing tasks, such as regularly updating the website for organic search and SEO campaigns. I also

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translated documents from Italian to English, produced written reports and PowerPoint presentations and met demanding sales targets.

**October 2006 – April 2007** – *English Language Assistant at Lycée La Martinière Duchère, Lyon, France* (teaching placement organised through The British Council). I prepared and gave English language lessons to young adults aged 15-23. This included both one-to-one coaching sessions and leading classes of up to 25 students.

**July – August 2006** – *English Language Assistant at Anglolang Academy of English, Scarborough, UK*. I assisted a variety of classes, with foreign students aged 6-60. I also helped to plan lessons and led project work groups on British culture.

**July – Sept 2005** – *Customer Services & Checkout Assistant, Sainsbury's Supermarket, Scarborough, UK*. Here I dealt with customer queries and complaints and the resolution of said complaints and queries. I also assisted on the checkout during busy periods.

**May 2003 – September 2004** – *Shop Assistant at New Look, Scarborough, UK*. I worked on all areas of the shop floor in this role, assisting customers with queries and clothing advice, working on the checkout, encouraging store card sign-up, and assisting with new shop displays. I was also part of the team that set up the new store when they moved sites.

**July 2003** – *Work Experience with the Crown Prosecution Service, Scarborough, UK*. This role involved general office duties as well as preparation of reports for court.

**June 2001** – *Office Assistant at Thorpe and Co. Solicitors, Scarborough*. I undertook general office duties such as filing, faxing, photocopying and research for individual cases.

## Voluntary Work

- **2008 - Present** *Freelance translations for charitable organisations* such as Action Aid, Change Onlus, Life for Madagascar, Cena dell'Amicizia and Avvocati per niente.
- **2005 - 2006** - *Teaching French to Primary School students* (aged 5-7) one afternoon a week. Preparation of tasks and helping the development of the students' understanding, involving collaboration with their teacher.
- Organisation of events such as sponsored fasts and choir performances to help raise money for charities such as World Vision and Operation Christmas Child.

## Transferable Skills

- Computer literate and conversant in the Microsoft Windows 7 operating system, including Microsoft Word, Excel, PowerPoint, Publisher, Outlook and the Internet.
- In both my professional and educational career I have regularly prepared and presented presentations on PowerPoint. This often involves tight deadlines.
- Good knowledge of the Italian and French cultures gained during my degree course at Durham University and during time spent abroad, including knowledge of the EU.
- Experience and understanding of office procedures and business language in English, Italian and French, gained from my various past jobs.
- Excellent team player but also able to work alone effectively.
- Training and experience in Customer Service Skills and Health and Safety gained as part of my previous job with Sainsbury's.
- Extended periods of time spent abroad: I spent 8 months in France teaching English, along with spending most summers with a French family from the age of 15. I have now been living and working in Italy since September 2008, having previously spent 4 months here in 2007.

## Personal Interests

- Travelling and using my language skills.
- Musical activities including playing the piano, choral singing and attending concerts.
- I regularly go swimming.

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## Personal Details

**Nationality** British

**Date of Birth** 04 September 1985

**Current Full British Driving Licence**

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*Further contact details and references available on request.*