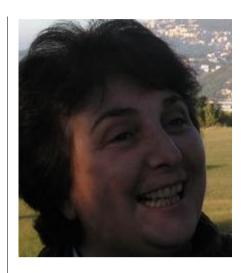


Europass Curriculum Vitae



Personal information

First name(s) / Surname(s) Punto a capo di Casamassima Rosanna

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Nationality Italian

Date of birth 25/07/1959

Gender female

Desired employment / Occupational field

Translator, proof reader, Interpreter, teacher En>It

Work experience

Dates 2002 - current

Occupation or position held | Freelance translator, proof reader, reviewer, teacher, interpreter

Main activities and responsibilities | Translating, proofreading, reviewing, teaching

Name and address of employer | Own Company

Type of business or sector services

Education and training

Dates 1978-current

Title of qualification awarded Technical and Literature Translator, Interpreter, Subtitling, voice over adaptation and translation Feb

2010

Writing for the web-SEO and localization- Feb 2009

Graduate in translation and interpreting English and French SSIT Bologna in 1983

Diploma in English and French at the Linguistic High School S. Umiltà in Faenza in 1978

Principal subjects/occupational skills

skills From 1981 to 2002 worked as in-house translator and assistant to the export and General Manager of

covered 3 main Italian Corporate

Name and type of organisation providing education and training

Liceo Linguistico Santa Umiltà, Faenza Scuola Superiore Interpreti e Traduttori Bologna

Istituto Universitario Lingue Moderne Milano – University of Modern Languages-Milan 4- year course

AITI Associazione Interpreti e Traduttori Andrea Spila, web writer-Proz.com

Personal skills and competences

Organization and teaching in different courses for the community I live in: painting, English and Computer

Mother tongue(s)

Italian

Other language(s)

English French

Self-assessment

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Language	,
Language	ļ

Understanding		Speaking		Writing	
	Listening	Reading	Spoken interaction	Spoken production	
En	C1	C1	C1	C1	C1
Fr	B1	C1	B1	B1	B1

(*) Common European Framework of Reference for Languages

Social skills and competences

Competences in dealing with people at any level, both as customers or suppliers or Bodies Representatives in my over thirteen years of experience at the export offices.

Organisational skills and competences

Good organization capacities, boss of myself for many years. Ability to organize and lead a team of translators when necessary –

Daily output for translation from 1000 to 2000 words/day

Technical skills and competences

As I have translated all the technical brochures for the Companies I have worked for, as well as financial and commercial and legal documents(corporate law, contracts) met all foreign clients and dealt with all business matters from the layout of quotes to the rounding-off and signing of contracts, I feel quite competent in all what concerns business and marketing with a good knowledge of mechanical engineering. As a freelance I have translated for a wide range of topics, from EU resolutions concerning Telecommunications, real estate contracts, marketing and corporate brochures to children book, IT, web sites, localization, construction engineering, power generation, medical devices, diagnostic, etc. More information can be found on my profile at proz.com, see link below. Main expertise: mechanical engineering, power generation, medical devices, printers, robotics, corporate law, safety manuals, anti-corruption corporate literature

Computer skills and competences

Good knowledge of Microsoft Office package- SDL Trados 2007 and Studio 2009 (recently acquired)

Artistic skills and competences

Painting, reading, music and some sport in my leisure time

Other skills and competences

Organization of English course for children during summer

Driving licence

Car and motorbike driving licence

Additional information

I am working on a steady basis with different agencies, but with Cosmic Global Ltd I have a special relationship: translation@cosmicgloballimited.com Mrs Pooja

Another reference you can contact is Petros Dudis at <u>p.dudis@vaneneberg.com</u> and Mrs Andrea Poblete at <u>andreap@trustedtranslation.com</u>

Annexes

http://www.proz.com/profile/106217