



Manuela Cravotta

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Place & DOB: Enna, 30/08/1975

Nationality: Italian

Place of residence: c/da Santa
Caterina-Ferrante, 94100 Enna (Italy)

PROFILE

Italian mother tongue translator:
versatile, accurate and reliable!

Proven ability to translate from one language to another, ensuring that the correct meaning or the intended original message is retained and that both terminology and style are correctly conveyed to the target text.

The excellent understanding of my working languages and my diverse work experience make me a multi-skilled translator, versatile and very familiar with the terminology related to my areas of specialization.

PERSONAL SKILLS

- Able to work to tight deadlines
- Able to prioritise assignments and to work under pressure
- Detail-oriented and well organised
- High quality translations and punctual delivery

COMPUTER SKILLS

- Proficient in Windows XP, Office, Adobe Acrobat 7.0 Professional, Acrobat Distiller 7.0, Skype
- CAT tool: Wordfast

WORK EXPERIENCE

- **2005 to present: FREELANCE TRANSLATOR** for important translation agencies (in Italy and abroad)

Language pairs: German, English, Spanish > Italian

Fields of specialisation:

- **Legal** (contracts, summons, judgments, certificates, trial records, articles of association)
- **Business** (commercial correspondence, factsheets, invoices, reports)
- **Marketing** (press releases, newsletters, brochures, websites, questionnaires)
- **IT** (user's handbooks, software, applications)
- **Tourism** (description of resorts, sightseeing tours, events, websites, speciality foods)

Additional areas of expertise and interest: banking, insurance, telecommunications.

Sworn translator offering certified translation of documents and technical advisor at the Court of Enna.

Acted as **interpreter** at national and international exhibitions (International Exhibition of Ceramics & Bathroom furnishing "Cersaie" (Bologna), International Water Sport Exhibition "Interboot" (Friedrichshafen, Germany), Formula 1 Grand Prix (Imola), International Boat Exhibition "Salone della Nautica" (Genoa), Court of Enna and Nicosia (Enna).

Professional Memberships:

2005-2010: **A.I.T.I.** member (Italian Association of Translation and Interpreting)

2012: **AssiTIG** member (Italian Association of Legal Translators & Interpreters)

References: available upon request.

- **2006-2009: TEACHER OF ENGLISH** for public bodies (vocational training courses)

- **2004-2005: IMPORT/EXPORT SALES ASSISTANT & TRANSLATOR** at Euroboston S.p.A, Cerreto Guidi-Firenze (Italy)

Duties and responsibilities: support to Export Sales Manager in:

- Organising prospection and communicating in a foreign language with potential foreign clients (face to face and telephone interviews, written communication)
- Formulating suitable offers, sales Terms & Conditions, commercial correspondence
- Dealing with orders and invoicing
- Translation of factsheets and company's documents

- **2002-2004: TOURISM WORKER & TRANSLATOR** at Ábacco International, Barcelona & Navalia s.r.l., Bologna (Italy)

Duties and responsibilities:

- Planning travel programs, creating flexible tour packages to meet the needs of different clients
- Coordinating and negotiating with hotels, restaurants, tour guides and sightseeing providers
- Organising entry to attractions, advising about facilities at each destination
- Resolving any problems with accommodations, itineraries or service, customer assistance
- Translation of factsheets and company's documents

	<div>EDUCATION</div> <ul style="list-style-type: none">• 2012: one-day training course organised by AssITIG on the Italian civil law and the trial process• 2010: online training course organised by Michael Farrel on Intelliwebsearch, a terminology search tool for translators• 2009: one-day training courses organised by AITI Sicilia entitled "Acting as court-appointed translator in a criminal trial"• 2007: one-day training courses organised by AITI Sicilia entitled "Creating a website and introduction to HTML"• 2003: Spanish Language Course, school of language "InLingua" Barcelona• 2002: Master in Hotel Management e Web Marketing - Bari (Italy) in cooperation with Accor Hotel Group, Best Western, Jolly Hotel, Club Med, Viaggi del Ventaglio, Servizi Turistici Pangea, Mercuri s.r.l.• 2002: MASTER'S DEGREE IN TRANSLATION AND INTERPRETING, Advanced School of Modern Languages for Interpreters and Translators, University of Forli-Bologna (Italy)• 1995: Preparatory course for the PNDS exam (1995) with final test of proficiency in German to access university studies - Friedrich-Alexander University, Erlangen-Nürnberg (Germany)
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