

**ISABELLA CENTRA**  
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## **PROFILE**

## **PROFESSIONAL EXPERIENCE**

### **Freelance translator**

*Latina (IT)  
November 2009 to present*

Translator involved in software and documentation projects.

Language pairs:

EN>IT and PL>IT

Field of experience and major clients:

- Automation software: MathWorks, Automation Anywhere (translator and lead linguist)
  - HR material: Amazon, Sibelco, Greenyard Foods
  - Security system contents for clients as Honeywell, Comcast and Bosch
  - Music industry manuals, IT and marketing content for clients as: Pioneer, Alpine, Clarion
  - Software, manuals and marketing translation: Kaspersky, Windows Mobile, Dell, Parallels, Microsoft Dynamics/Navision, Sony, Panasonic, Canon
  - Metalworking: Kennametal and Mitsubishi
  - Fitness apps and marketing content: Jawbone, Virtuagym
  - Marketing translations: Yahoo, H&M, Quick-Step, Amazon, Google Hotel Ads, Expedia
  - Medical devices: Medela, Getinge, Otometrics, Coloplast, Cerkamed Dental
  - Audioguide translations for several tourist attractions in Poland: museums, castles, churches
- Productivity: 3000 words per day
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### **Project coordinator, translator and reviewer**

*Localization agency*

*Latina (IT)  
September 2008 to December 2009*

Software and documentation translator and reviewer. Main contact person between clients and multilingual vendors. Responsible for managing projects as well as specific production teams, communicating specific detailed instructions to vendors, and managing workflows and processes.

### **Projects**

Microsoft (PSS, Windows Mobile, MacOffice, MS Expressions), FIAT, Novell, IBM, Panasonic, Sony

### **Responsibilities:**

Translations and reviews.

Ensure that Quality Checks have been carried out satisfactorily;  
Manage 6 client accounts;  
Create and develop translations tools used for these accounts (Translation Memories, style guides, glossaries, account information, etc.) and develop efficient workflows for maximizing the use of these resources.  
Manage in-house and freelance resources efficiently and cost effectively.  
Select and assign translation teams, negotiate rates and deadlines and coordinate production with translators, proofreaders.  
Check vendors' invoices for accuracy and match to purchase order. Send purchase orders to the team.  
Hands-on production involvement such as checking completeness and accuracy of translation prior to delivery to client.

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**Translator**  
*Localization agency*

*Latina (IT)*  
*October 2007 to September 2008*

Translator involved in software and documentation projects.

Language pairs:

EN>IT and PL>IT

Productivity: 2000 / 2500 words per day

### **Projects**

- Microsoft
  - Sony
  - Panasonic
  - Panda Antivirus
  - Kennametal
  - IBM
  - Novell
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**Translator**  
BESA Editrice

*Rome (IT)*  
*February 2008*

Translation of four short stories for an Italian publishing house (Besa Editrice).

Language pairs:

PL>IT

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## **EDUCATION**

**University of Rome “La Sapienza”**

*Rome (IT)*  
*July 2007*

Degree in Languages for Linguistic Mediation

Main subjects: written, oral translation EN, PL>IT, linguistics, economics, law

**Final score:** 101/110

**High school “Liceo scientifico G.B. Grassi”**

*Latina (IT)*

*July 1997*

High school diploma

**Final score:** 89/100

## **COMPUTER SKILLS**

Trados

Studio 2021

Across

MemoQ

MateCat

Catalyst

LocStudio

Idiom

SDLX

Passolo

Apsic Xbench

Novell Localisation Workbench – NLW IBM

Translation Manager

RC Win Trans

TStream

Microsoft Office: Word, Excel, Power Point

Smartling

## **Language known**

Italian (mother tongue)

English

Polish