

Annalisa Mantovani - Curriculum Vitae



Cosmopolitan and multilingual, I offer **bespoke language services** and **multicultural marketing and consulting services** for the global market. Extensive experience in major multinational companies, managing large complex projects.

Hoerwarthstr. 33
Munich 80804, Germany
(0049) 179 5167 667
annalisa@cocowords.com
www.cocowords.com

LINGUISTIC EXPERIENCE

COCOWORDS.COM

MUNICH, GERMANY
Europe and worldwide
Language services
JAN. 2002 – PRESENT

Language services and project management in German, English, Italian

- Translation, localization, transcreation, proofreading (EN→IT, DE→IT)
- Remote video and telephone interpreting, multilingual consultancy
- Audiovisual translation, subtitling, Voice-Over language director (→IT)
- Language and intercultural training for corporate and private clients
- Business correspondence; Market research, focus groups and interviews

EXPO 2015 MILANO

MILAN, ITALY

Interpreter and Translator
2015

Interpreting the theme of Expo Milano 2015 *Feeding the Planet: Energy for Life* for the Italian Pavillon – Ministry of Foreign Affairs

- Translation of presentations and meetings on the production of food and its related exports, agriculture and biodiversity

UNIVERSITY OF LEICESTER

LEICESTER, UK

Centre Manager
Summers 2010 – 2012

Centre Manager *Magnifico Summer School Camp*

- Responsible for the Activity Manager, the Academic Centre Manager and their relevant teams (23 staff)
- Liaising and communicating with Security, Administration, Medical Staff, Program Manager, Group leaders and students
- Control of the onsite finances and written reports for the management

OTTO BOCK ITALIA

BUDRIO, ITALY

Translation Manager
2006

Translation Department and Team Manager

- Supervising the coordination and quality of translation services
- Workshop facilitation and moderation; organization of seminars and healthcare trainings
- English and German language training for the company employees

L'OCCITANE GROUP

LONDON, UK

In-house Translator
2002-2004

In-house Cosmetics Translator and Italian Language Specialist

- Translation of product catalogues, newsletters and website content from English into Italian
- Interpreting at company's meetings and trainings
- Foreign language correspondence

CORPORATE EXPERIENCE

Project Manager Events & Hospitality at Brand Society Communication GmbH – Munich, Germany.

Event Manager at Global Executive Network, organizing and managing VIP and executive dinners in Europe.

Project Manager & Communications Global Medical Affairs at Sandoz Ag – Basel, Switzerland.

Project Management for MECCaNo Project at Novartis Pharma AG – Basel, Switzerland/Singapore. Engineering project coordination at international level, liaising between the Swiss Headquarters and the Asian designed plant in Singapore.

Project Manager Global Events EMEA, Global Marketing at SAP AG – Walldorf HD, Germany. Organization and execution of global corporate, partner & executive events, trade fairs, road shows worldwide.

Project Manager & Communication Specialist at SAP AG – Walldorf HD, Germany. In charge of the Change Management communication and Training coordination within merging acquisition and integration projects.

Assistant Head of Marketing/Product Management at Otto Bock GmbH Deutschland – Sinsheim, Germany. Mobility Solutions EMEA (Dept. of manual, power and kids wheelchairs).

Formula 1 Event Management/Hospitality at SEO s.a.s. in London, UK. Event management and hospitality services.

Volunteer work with Migramed (medical interpreting for asylum seekers), Take3 (plastic pollution initiative).

EDUCATION

FUTURECOACH GMBH
MUNICH, GERMANY
Diploma
NOV. 2010 – APR. 2011

Advanced course in *Marketing Management*

- Strategic & Operative Marketing, Project Management
- Economics, Motivation Training, Conflict and Change Management

**INSTITUTE OF TRANSLATION
AND INTERPRETING**
UNIVERSITY OF BOLOGNA
Bachelor's Degree
2004

B.A. Degree in Language Interpretation and Translation

- English-German-Italian simultaneous and consecutive interpreting
- General and literary translation, business & technical translation, language history, communication

IT AND OTHER SKILLS

- MSOffice, Apple MAC, SAP R/3
- TRADOS, SDL WorldServer, Wordfast
- Adobe Global Connect, Adobe InDesign
- Multilingual, Intercultural Communication
- Cambridge, CILS and DaF preparation
- Marketing, Event Management
- PMO, Project Management

LANGUAGES

- ITALIAN: native speaker
- ENGLISH: excellent (C2)
- GERMAN: excellent (C2)
- SPANISH: basic (A1)
- FRENCH: basic (A1)

SELECTED CLIENTS

- Novartis Pharma, Sandoz, Otto Bock, Bristol Myers Squibb, Aurora Cannabis Inc.
- Tom Ford, H&M, Levi's, Dockers, Rapha, Carhartt, COS, &OtherStories, Adidas, Tory Burch
- Springer Nature, Conde Nast Group, Vogue Magazine, Veronica Lane Books
- Estée Lauder Companies, KIKO Cosmetics, L'Occitane, Imperial Bioscience UK, Sephora
- Ferrari S.p.A., Jaguar Ltd, Audi AG, Renault Racing Team UK, Vodafone F1
- Coca Cola, Starbucks, Disneyland Paris, American Express, Skyword
- Emirates Institute Abu Dhabi, IUBH International University of Applied Sciences
- TU Munich - School of Business and Management
- DHL, Regus, iRobot, 3M, Duracell, Sony, Accenture Consulting
- Banyan Tree Resorts, Best Western Hotels, Boscolo Hotels, Dorchester Hotel, Sabre