AREAS OF EXPERTISE

*Translating documents*

*Proofreading*

*Terminology*

*European languages*

*Screen translation*

*Localisation*

*Subtitling*

PROFESSIONAL

*ECDL Certificate*

*Call Centre Operator*

PERSONAL SKILLS

*Team orientated*

*Detail orientated*

*Well organised*

*Relationship building*

PERSONAL DETAILS

*Maria Grazia Lucrezia Leotta*

*2, Dagnam Close*

*Sheffield*

*S2 2FB*

*T: 07424228212*

*E:* [*leottamgl@gmail.com*](mailto:leottamgl@gmail.com)

*Nationality: Italian*

**Maria Grazia Lucrezia Leotta**

Translator

PERSONAL SUMMARY

A multi-skilled, reliable and talented translator with a proven ability to translate written documents from a source language to a target language. A quick learner who can absorb new ideas and can communicate clearly and effectively with people from all social and professional backgrounds. Well mannered, articulate and fully aware of diversity and multicultural issues. Flexible in the ability to adapt to challenges when they arise and at the same time remaining aware of professional roles and boundaries.

WORK EXPERIENCE

**Freelance translator**

TRANSLATOR Jan 1990 - present

**Duties:**

* Translation of every type of documents/letters from English, Spanish and French to Italian
* Travel/Tourism translations
* Translation of old, handwritten Spanish letters
* Translation of a botanical degree dissertation
* Reviewing and proofreading mother-tongue texts
* Working as a translator for several websites
* Excellent Italian speaking and writing skills
* Retrieving articles from newspapers, magazines and the internet and translating them into Italian.
* Translation of literary texts

**Internet translator**

TRANSLATOR 2013 – present

Translator and proofreader for Hotype, Textbroker, Melascrivi [www.last.minute.com](http://www.last.minute.com) websites. Translation of articles from English, French and Spanish into Italian. About 300,000 words.

**Università Popolare “G. Cristaldi”**

TRANSLATOR 2012

Translation of literary texts

**Magistrates Court of Catania**

TRANSLATOR 2008

Translation of legal documents

MA MODULES

* *Theories of translation*
* *Translation Technologies*
* *Advanced English-Italian Translation 1 and 2*
* *Critical Reading and Writing*
* *Localisation for Linguists*
* *Subtitling Project*
* *Dissertation Translation Studies*

KEY SKILLS AND COMPETENCIES

* Familiar with translation software tools.
* Able to fluently speak Italian, English and Spanish.
* Excellent communication and social skills.
* Able to work to tight deadlines
* Highly skilled in Word and PowerPoint.
* Able to work under pressure.
* Able to prioritise work

ACADEMIC QUALIFICATIONS

***University of Sheffield 2014***

MA Translation Studies

***University of Sheffield 2012-2013***

PGCE with bursary (not completed due to family problems)

***Religious Sciences Institute “Sant’ Agostino” – Italy 2008***

Religious Studies (BA Hons)

***University of Catania*** ***– Italy*** ***2000***

Modern Foreign Languages and Literature (BA Hons)

***Istituto Spirito Santo - Italy 1988***

High School of Languages GCSE + A Level A\*

REFERENCES – Available on request.