

Rita Comellini – Curriculum Vitae

Personal Information

Rita Comellini
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Tax code: CMLRTI66B53A944X
Nationality: Italian
Date and place of birth: 13th February 1966 in Bologna
Mother tongue: Italian
Working source languages: German and English
Professional Associations: Qualified member of AITI – Card n. 216047
Linkedin profile: linkedin.com/in/rita-comellini

Profile

- Freelance translator with 29 years of experience in translation and localization of technical, marketing and advertising documentation, incl. revision and post-editing activities. Technical competence, high motivation and efficiency providing accuracy and top quality.

Education and training

- High School Diploma in Foreign Languages (1985)
- Degree in Translation and Interpreting (German and English) at the “Scuola Superiore per Interpreti e Traduttori” of Bologna (1989)
- Various specific training courses and webinars (linguistics, IT, transcreation, CAT-Tools, time management, etc.)

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Professional experience

- From 1989 working as freelance translator and collaborating with various agencies on an ongoing basis
- Management of large-scale translation projects, also as project leader
- Deep knowledge of translation workflow for efficient problem solving and coordination
- Revision, proof-reading and post-editing activities as senior translator
- Maintenance of custom-specific terminology, TMs and style guides
- Good use of CAT-Tools
- Good organization capabilities and interpersonal skills
- Skilled in working individually, in team and multitasking

Language combinations

- Mother tongue: Italian
- Source Languages : German (fluent) and English (fluent)

Specialization

- Areas of expertise: automotive, automation, IT, machine tools, NC programming, software, CAD / CAM, electronics and household appliances

Computer skills and competences

- Good knowledge of MS Office and the software needed to manage translation tasks, incl. CAT Tools.

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Hardware and software equipment

- Dell Notebook Inspiron 17" 5000 Series Inter Core i7, RAM 16 GB Hard Disk 2 TB, DVD tray, WD Smartware backup unit and Epson scanner-printer
- Windows 10, Microsoft Office 2007, Acrobat Reader DC, Mozilla Firefox, Mozilla Thunderbird
- SLD Trados Studio 2017, Across

Future plans

- Improve know-how and competences, increase skills and expand professional activity

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