Paola Cupperi

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PROJECT MANAGER	TRANSLATOR/LOCALISER

EN FR PT ES ➡ IT

EDUCATION	EXPERIENCE & TRAINING	
	PM and Translation trainee European Economic and Social Committee	2016
	European Terminology Summit Visions and Revisions	
2016 — Technical support, proofreader Wordbee		
SDL Post Editing Certification	Freelance Translator Textocreativ	from 2016
SDL Trados 2015 for Project Managers		
SDL MultiTerm 2015 for Translators and Project Managers	Financial assistant Novimmune SA	2015
MA in Specialized Translation University of Geneva, Switzerland	Freelance Translator, Proofreader OneHourTranslation, Travod, Welocalize, ICanLocalize, Universally Speaking SwissTranslate	from 2015
2015 — Finance for Translators: Equity Markets Seminar – University of Geneva	PM, QA lead, Translator GAEA 21 – Geneva, CH	Apr – Sep 15
2014 — SDL Trados Studio Certification, 1st level SDL	Translator Pro Bono AVSI – Milan, IT	from 2014
2010 — BA in Cultural Mediation Sciences, Linguistics and Translation University of Naples, Italy	Italian & English Teacher Ajeta : ARA – Geneva, CH	from 2013

SKILLS

IT:

- Web development and localization: HTML and CSS, XML and XSLT
- Basic programming skills: C#, VBA, and SQL
- Game testing: linguistic QA, testing and bug reporting
- Localization standards: XLIFF and TMX
- Images localization: pixel and vector images (.jpg, .png, .xcf, .svg)
- PM: task distribution, monitoring, problem solving, budgeting
- Software localization: Windows and Android environments
- Excellent command of: Microsoft Office (including very good knowledge of Excel), Outlook, Mac OS
- Content Management: Acrolinx
- Other: Google+, SharePoint

Project Management:

- CAT tools/TMS: SDL Trados Studio 2015, MemoQ, Wordbee, XTRF
- Tasks: Configuration of the client platform and customer service, technical support, linguistic assistance, testing, terminology management, preparation and reformatting of files for translation, statistics, Trados analysis

Translation:

- TM systems/translation services: SDL Trados Studio 2014 and 2015, Virtaal, Reverso, OmegaT, Lucy, Google Translate
- Terminology: MultiTerm, IATE
- Content treatment: Acrolinx
- Project management: Wordbee, SDL
- Integrated development environments: MS Visual Studio, MIT App Inventor
- Localization aids: SDL Passolo, Notepad++
- Image editing tools: Inskape, GIMP
- Other: translation and pre-treatment of EU texts, excellent knowledge of CAT tools, automatic translation, and controlled languages

Personal:

- Excellent communication skills acquired thanks to working experiences such as technical support and, generally, a continuous contact with customers.
- Problem-solving
- Proactivity
- Time efficiency
- Strong attention to detail