

# Curriculum vitae



**ANNA VILLA**  
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## PERSONAL INFORMATION

Full name: ANNA VILLA  
Birth date and place: 10.14.1962, Monza Milan  
Nationality: Italian  
C.F.: VLLNMR62R54F704N  
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## PROFESSIONAL PROFILE

**Freelance translator**  
**1993 – TODAY**

### Professional contracts

Since 1993 I have served my collaboration on the basis of a contract with the following private companies in various sectors.

### **Projects realized:**

#### **INFORMATION AND COMMUNICATION TECHNOLOGY**

**1993-2002 – qad USA** Cooperation contract as **Official Translator for Italian version of MFG/PRO**, product leader in ERP. The project was committed by American Corporate for language translation in 25 countries, and I was accounted to translate into Italian. The project consisted of translation and localization of a complete suite of various modules for different sectors of the supply chain. For all those years, I was in charge of product evolution of new releases in terms of documentation and software updates (screens, menus, online help, etc.). Since 2003 qad has decided to relocate Translation Center in USA.

**2002-2006 – ASUS – Taiwan:** Cooperation contract as **Official Translator for Italian version of Website. Italy: translation of software and hardware products:** Pocket PC My Pal (the whole series), and various models of Ultra-Portable Notebooks, Palmtops, PDA Smart Phone. Wireless Router WL520g GigaX1024-switch, VGA cards, Fans & Thermal Solutions (cooling systems). Translation of software strings, error messages and continuous new updates for the entire period of collaboration.  
Since 2006 Asus has decided to relocate Translation Center in Taiwan.

**2010-2011 - FIX COMPUTER IT Solutions** in managing of relationship with the public for sale and receipt of computers for assistance/technical support, data input and program installations. Performing administrative tasks as well, using management software for loading and register sales of hardware and software products, editing of quotations, registration fees, and cash accounting.

**METALLOGRAPHY**

2008-2009 **LABTEAM** Cooperation contract as **Official Translator for Italian version of SCENTIS** by Struers A/S Denmark (world market leader in precision instruments for laboratory). A complete software program for lab management system for archiving and image analysis, capable of acquiring information from microscopes, durometers and instrumentation for metallographic preparation in a single database. I translated all the entire program plus a range of image analysis modules.

Manuals and Software translation of Image Analysis Modules-Scientis: Grain Size, Percent area, Particle size, Inclusions, Microhardness, Brinell, Graphite.

**Today****INFORMATION AND COMMUNICATION TECHNOLOGY**

**SIEMENS** – Cooperation for translation of **software strings** of **SPC Alarm Manager** by Siemens Building Technologies, a control system of access control and intrusion detection.  
- Manual translation of **MM800 MP4.50 Management Station**

**METALLOGRAPHY**

**STRUERS** – Worlds' leading manufacturer of equipment and consumables for materialographic surface preparation of solid materials.

Manuals translation: Cooling System: Cooling Units. Cut-off machines: Labotom, Discotom; Precision cut-off machines: Minitom, Secotom-15, Secotom-50; Grinding and Polishing: Abrapol, Tegramin; Hot mounting presses: Citopress, Citovac.

**MECHANICS-AUTOMATION**

**PERMEA** – Cooperation for **software strings tables in mechanics terminology**.

**Dupont-Mecs** – Translation of the following **Modules**: Acid Heat Recovery System, Plant Start-Up, Equipment Description

**MARKETING RESEARCH**

**A.C. Nielsen** – Global leader in marketing research, information and market analysis, for translation of press releases.

**TEACHING**

I.T. Base and Intermediate Levels for private and groups.  
ENGLISH

**PERSONAL SKILLS AND COMPETENCES**

**Specialties:** Information and Communication Technology, Metallography, Mechanics-Automation.

**Translating/Proofreading:** eng>ita

**Technical writing:** eng>ita

**Computer software:** Windows 7, Office 2010 Professional, Adobe Acrobat, Adobe Pagemaker, Dreamwork

**CAT Tools:** SDL Trados, Wordfast Professional, Memo Q

**Specific glossaries** acquired throughout my work experience

**EDUCATION AND TRAINING**

TECHNICAL INSTITUTE CERTIFICATE - ELFAP MONZA

BRITISH INSTITUTE MONZA – English Interpreter Translator Lev. C2

## PREVIOUS PROFESSIONAL EXPERIENCES

### **TEMA STUDIO DI INFORMATICA**

**1989-1993** –Employee Technical Translator and quality test of manuals and software products.

### **DIGITAL EQUIPMENT SpA**

**1986-1989** – Employee in the role of Sales Communication support. Coordinator and organizer of Symposium and events in Italy and abroad. Sales Support.

### **COMMERCIAL-SALES-MARKETING**

**1980-1984** - Employee office assistant with following tasks: management of commercial correspondence, customer service, data entry, creation of mailing lists, corporate documentation (press kits, newsletters etc.).

## OTHER PROFESSIONAL SKILLS

Increase the work, even if not directly correlated with what has been done, that allows a professional and personal growth.

Willingness to travel in Italy and abroad.

Available to attend courses and training to facilitate the approach or the smooth operation of the assets.

References available on request.