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ADDRESS:

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SKYPE: Courtneykg

Italian / Spanish -> English

Language Professional

VAT n. IT05619700965:

teaching | translation |

editing | proof-reading

consecutive interpretation



American Translators
Association 270439



Associazione Italiana
Formatori 643



Proz.com Member
1649593



Mediterranean Editors
and Translators 1791



ITI Cymru Wales



ITI 21407

MSc in Project Management

CEFR Language Levels:

English: native (West Coast American)

Italian: C2

Spanish: C1/2

IT SKILLS:

• Trados Studio 2021, SDL
Multiterm 2021, Memsource
• good command of: GoogleSuite,
Mac & Windows, Microsoft Office
suite, Calendly, Mailchimp,
Salesforce, Slack, Soapbox, Trello,
Typeform, Weebly, Wordpress,
Wystia

Courtney Keeling Greenlaw

Expert trilingual trainer with over 20 years' experience in education; Successful track record with over 3,000 clients/students; Over 750,000 words translated from Italian/Spanish into English; Project Management experience in the training and CRM sectors; Excellent communication, public speaking and presentation skills gained through experience as an actress, saleswoman and trainer in the USA and Italy.

Work Experience

Translation, Editing, Proof-reading, Transcription, Subtitling, Transcreation, Consecutive Interpretation: IT/SP into EN

2007 - Present | Milan, Italy & Pontypridd, Wales

Specializations: **Literature** - autobiographies, biographies, comic books, fantasy, historical (fiction), novels, poetry, sci-fi | **Travel** - blogs, brochures, marketing materials, social media posts, websites | **Food&Beverage** - food & wine production, menus, online shops, product descriptions, websites | **Multimedia** - audio & video transcription, SRT timecoding, subtitling, voice narration | **Education** - lesson plans, reports, textbooks

Other services: Audit reports, balance sheets, business letters, contracts, fashion and luxury goods, internal corporate communications, manuals, meeting minutes, Power Point presentations, press releases, privacy statements, real estate, renewable energy, school transcripts, speeches, video games

Direct Clients in: Andorra, Biella, Milan, Rome, **Italy**; Barcelona, **Spain**. | **Agencies in:** Córdoba, **Argentina**; Bagnacavallo, Bergamo, Casnate con Bernate, Cesena, Genoa, Legnano, Milan, Perugia, Pisa, **Italy**; Warsaw, **Poland**; Lisbon, **Portugal**; Barcelona, Madrid, **Spain**; London, **UK**; Burbank, CA, New York City, NY, Pleasant Grove, UT, Washington D.C., **USA** | **Private clients.**

SCIENTIFIC JOURNAL ARTICLE EDITING:

- Casartelli, L., et al. (2017). "The Role of the Cerebellum in High Stages of Motor Planning Hierarchy", J. Neurophysiol, 2017(1)474-1482. doi:10.1152/jn.00771.2016.
- Mascheretti, S., De Luca, A., Trezzi, V., Peruzzo, D., Nordio, A., Marino, C. & Arrigoni, F. (2017). "Neurogenetics of developmental dyslexia: From genes to behavior through brain neuroimaging and cognitive and sensorial mechanisms", Translation Psychiatry, 7(1):e987. IF: 5.538.
- Mascheretti, S., Andreola, C., Scaini, S., Oglia, A. & Sulpizio, S. (2018). "Beyond genes: A systematic review of environmental risk factors in developmental dyslexia", Research in Developmental Disabilities, in press, https://doi.org/10.1016/j.ridd.2018.03.005.
- Mascheretti, S., Gori, S., Trezzi, V., Ruffino, M., Facchetti, A. & Marino, C. (2017). "Visual motion and rapid auditory processing are solid endophenotypes of developmental dyslexia", Genes Brain and Behavior, doi: 10.1111/gbb.12409. IF:3.743.
- Riva, V., Cantiani, C., Mornati, G., Gallo, M., Villa, L., Mani, E., Saviozzi, L., Marino, C. & Molteni, M. (2018). "Distinct ERP profiles for auditory processing in infants at-risk for autism and language impairment", Scientific Reports. 8(1)715, doi: 10.1038/s41598-017-19009-y. IF: 4.259.
- Trezzi, V., Forni, D., Giorda, R., Villa, M., Molteni, M., Marino, C. & Mascheretti, S. (2017). "The role of READ1 and KIAA0319 genetic variations in developmental dyslexia: Testing main and interactive effects", Journal of Human Genetics, in press, doi:10.1038/jhg.2017.80. IF: 2.471.

Under Review

- Riva, V., Mozzi, A., Forni, D., Trezzi, V., Giorda, R., Riva, S., Villa, M., Sironi, M., Cagliani, R. & Mascheretti, S. (2018). "The role of DCDC2 risk genetic variants in developmental dyslexia: Testing main and haplotypic effects".

FANTASY NOVEL TRILOGY IT > EN TRANSLATION: *Soeliok: Tales of Peopled Lands* by Daniele Barioglio

FILM TRANSLATION and SUBTITLING: "Cityzen" (2015) documentary film about Palermo directed by Ruggero Gabbai.

English Language Trainer - Business, General

2006 - Present | Milan, Italy & Pontypridd, Wales

Executive Assistant & Project Manager

2017 - 2018 | ADEC srl | Milan, Italy

International Relations Officer

2016 - 2017 | PoliHub StartUp District & Incubator | Milan, Italy

Presentation, Public Speaking, Academic Writing and Language Skills Trainer

2015 - 2017 | Osservatorio Innovazione Digitale | Milan

Co-Owner & Didactic Coordinator

2009 - 2011 | Corporate English s.r.l. | Milan, Italy

MANAGEMENT SKILLS

- **Leadership:** managed 23 teachers from 13 different countries working between Rome and Milan as co-owner of Corporate English, srl; managed 60 staff as PM & Executive Assistant at ADEC srl.
- **Time Management:** scheduled freelance activities for over 17 years, coordinating up to 150 clients at a time; managed the schedules of all 23 staff as co-owner of Corporate English, srl; successfully employ online scheduling tools to significantly streamline client scheduling, cancellation and rescheduling.

SOFT SKILLS:

- Good knowledge of **project management processes and procedures** gained through MSc program and project team work in ADEC srl, PoliHub and Innovazione Digitale, as well as from managing my freelance business.
- Extremely **flexible & adaptable**, able to insert myself into various work teams and professional contexts due to my **experience working in foreign countries** (brief experiences in Spain and Peru as well as Italy) and working with **varying roles from diverse sectors** on a daily basis for over 17 years.
- **Culturally sensitive**, have traveled in over 50 countries.
- **Highly organized and detail-oriented** due to the need for **record keeping and invoicing** that my freelance business requires.
- **Myers-Briggs Type Indicator:** ENFJ personality
- **Belbin Team Roles Preference:** Specialist, Implementer, Shaper, Plant, Finisher

High School English Literature Teacher and Substitute Teacher (all subjects)

2004 - 2006 | Acalanes Union High School District & San Ramon Valley Unified School District | California, USA

Education and Training

MSc in Project Management - Cum Laude

University of Liverpool (EQUIS, AACSB, AMBA accredited) | Liverpool, England
2014 - 2017 | **Management School Dissertation of the Year Award 2017 for "Implementing a Bilingual Work Environment in an Italian SME"**

CDP: Conferences, Courses, Lecture Series, Webinars, Workshops

AIF, APTRAD, ATA, BP, CIOL, Difusión, EF, ITI, Learnlight, MET, PROZ, SDL, Smartcat, The Great Courses Series, University of Liverpool | international
2006 - present | list available upon request



California State Single Subject Teaching Credential in English and Spanish

Chapman University | Concord, CA, USA | 2004 - 2007

Postgraduate Studies

University of California Berkeley | Berkeley, CA, USA | 2005

Certificate of Completion in Teaching English as a Foreign Language

i-to-i online school | England | 2002

BA in Theatre Arts and English Literature

Humboldt State University | Arcata, CA, USA | 1997 - 2001 | Summa Cum Laude | Omicron Delta Kappa Leadership Association



COURTNEY KEELING GREENLAW - www.ckgwords.com

Language Services Professional – IT – SP – ENG

Pontypridd, Wales, UK

C.F.: GRN CTN 79M64 Z404B - P. IVA: IT05619700965

TRANSLATION COURSES	2013-2023: over 130 webinars, conferences & courses in Spanish, Italian and English with Proz.com, Mediterranean Editors & Translators, Aptrad, Trados, AGTraduzioni, SmartCAT, SuccessByRx, ILEA, ITI			
AVAILABILITY	PART-TIME M-F Evenings & Saturdays (days & times vary)			
NATIVE LANGUAGE	USA English (USA & Italian dual citizenship)			
PROFESSIONAL ASSOCIATIONS	American Translators Association, Mediterranean Editors & Translators, Associazione Italiana Formatori, ITI Cymru Wales, Affiliate Member of ITI			
	LANGUAGE(S)		FEE (IN EUROS)	AVERAGE DAILY PRODUCTION
Translation	From Italian	To English	0.15/source word	M-F 1800/Sat. 4000
	From Spanish	To English	0.15/source word	M-F 1800/Sat. 4000
Transcreation	From Italian	To English	0.15/source word	M-F 1800/Sat. 4000
	From Spanish	To English	0.15/source word	M-F 1800/Sat. 4000
Bilingual Revision	From Italian	To English	0.08/source word	M-F 2000/Sat. 5000
	From Spanish	To English	0.08/source word	M-F 2000/Sat. 5000
Monolingual Revision	In English		0.05/source word	M-F 2500/Sat. 6000
Post-editing of Machine Translation	From Italian	To English	service not offered	
	From Spanish	To English	service not offered	
Consecutive Interpreting	From Italian	To English	200/half day; 450/full day; 50.00/extra hour	
Subtitling	From Italian	To English	4.00/video minute with script NO TIMECODING	
	From Italian	To English	5.50/video minute without script NO TIMECODING	
	From English	To English	3.50/video minute	
Subtitling for Hard of Hearing People	From Italian	To English	6.00/video minute	
Transcription	In English WITHOUT TIMECODING		4.00/audio minute	
Voice over/ Dubbing	In English		0.20/word	
Copywriting	In English		35.00/hour	M-F 1500/Sat. 5000
Linguistic Test	In English		35.00/hour	
Timecoding	In English		35.00/file	
Localization	Into USA English		0.05/word	M-F 2000/Sat. 6000
Other services	Website design with Weebly or Wordpress		50.00/ hour	
TECHNOLOGY	PoliHub website, ckgwords website, Traducispagnolo, Enel intranet, etc.			
MARKETING	Furniture, wine, food & fashion (luxury clothing, jewellery, eyewear, shoes) brochures, magazine articles, blogs, press releases			
LAW	Real estate contracts, employment contracts, insurance & privacy policies			
HEALTH	Transcription of Zumba video, academic program for sports degree at Argentinian university			
TOURISM	Hotel, winery, restaurant and <i>agritourism</i> brochures, online shops, social media posts, menus, travel blogs & websites, voice over for luxury vacation home video advertising			
COMMERCE	Household appliance, furniture, industrial equipment/machinery & plant installation, use & maintenance manuals, subtitling spots & promo videos for businesses			
ECONOMY / FINANCIAL	Financial statements, balance sheets, solicitation of payment, tax declarations/ litigation statements			
OTHER(S)	Videogames (transcription), articles about sport & videogames, poetry, fantasy novel trilogy, literary biographies, comic books, science fiction novels, master theses, school records, birth certificates, travel documents, subtitled documentary film & reality TV show			
TOOLS & VERSIONS USED	SDL Trados: 2021 Memsource Microsoft Bundle SDL Multiterm 2021			
PAYMENT	Euro, US Dollar or British pound via bank transfer to USA, UK or European bank account Wise			