

Freelance Translator – Resume

Name	VALENTINA ZUCCARO		
Nationality	Italian	Date of birth	29/10/1979
E-mail	valentina.zuccaro@gmail.com		
Mobile phone	+39 338 4872484		
ProZ.com profile	http://www.proz.com/profile/1668469		
Language pairs	Source language	Target language	
	English	Italian	
	French	Italian	
	Italian	English	
Provided services	Translations, proofreading		
Education	2001: University diploma at SSIT (now “SSML Carlo BO”), School for Interpreters and Translators, Milan – Italy		
	1998: Diploma in foreign languages from Liceo Linguistico “Contessa Tornielli Bellini”, Novara – Italy		
Other Studies	Assimil course of Spanish language.		
Work experience	From 2002 to 2016, in-house translator and back-office assistant at a process equipment manufacturing company based in Milan: <ul style="list-style-type: none">- correspondence with customers and agents in English / French- management and translation of equipment brochures and leaflets- preparation of commercial quotations in English and French with related budget sheets		
Translation jobs	Technical/mechanical:		
	- 10/12000 words each: Italian => English/French, Maintenance and instruction manual of process equipment for various companies.		
	- 2500 words: Italian => English, Pickling and passivation procedures		
	Software:		
	- 3000 words: English => Italian: www.multiplayer.it .		
	- 1400 words: English => Italian: Wordings for a switchboard software.		
	- 5000 words: English => French: description of SCADA software		
	Legal:		
	- 11000 words: French – Italian: French decrees on immigration for Italian law firm.		
	ESH		
	- 2000 words: English – Italian: Power Point presentation on health and safety measures for MEMC Electronic Materials S.p.A. Italy		
	Engineering:		
	- 1800 words: Italian => English: translation of general catalogue for Assing S.p.A Italy.		
Computer skills	OS: Windows 7 Programs: Word, Excel, Microsoft Photo Editor, Adobe Photoshop 6.0, Internet Explorer, Outlook Express, Microsoft Power Point		