

Simona FERRARI

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TRANSLATOR

Member of SFT (French Translators Association)

Qualifications

2012 Université Paris Diderot-Charles V
Master 2 in Literary Translation

2005-2007 Ecole du Louvre and Université de Lille
1st and 2nd year Degree in Art History

2000 – Business English Diploma
Franco-British Chamber of Commerce, Paris

1997 - Certificate of Proficiency in English
University of Cambridge (Grade A)

1997 - DALF (Diplôme Approfondi en Langue Française), Alliance Française, Paris

1989 - Degree in interpreting and translation (English and Spanish), Scuola Sup. per Interpreti e Traduttori S. Pellico, Milan, Italy

Languages

Italian - mother tongue

French - bilingual

English - excellent

Spanish - very good

Further Information

VAT number 529 913 477 00012

English, French ⇔ Italian

Italian, English ⇔ French

Skills and interests

Loyalty, reliability, respect of deadlines, accuracy. Ability to prioritise, calm and focused under pressure.

Professional experiences

Freelance translator: communication, marketing, software, events, edition, art, luxury industry, web sites

Sworn interpreter (Italian) in the **Court of Appeal of Paris**

Coordinator of the Literary Translation Seminar at the Paris Book Fair 2012 and 2013

June 2013 to April 2016 – **Harlequin Editions (Harper Collins) – Paris**

Editor : print and ebook scheduling (contents of publications, 10 to 12 new titles/month), translation assignments, management of a freelance team of approx. 30 translators, supervision of their work, rewriting, editorial writing (back covers, titles), coordination with editorial management, overseeing publication production (including artwork, layout, printing), ensuring adherence to deadlines, review and approve proofs submitted by composing room prior to publication production, data base management (authors, titles, editorial planning).

June-July 2012 - **Belfond - Paris**

Foreign Literature Department - Translations Service

Translations: re-writing, proof reading, report on Italian contemporary literature, reviews of new foreign books (for the editorial/rights dept).

March 2007 – June 2013 – **Reed Exhibitions – Paris, France**

Executive Assistant to the General Manager of the Culture, Luxury and Leisure Division (Paris Book Fair, Paris Boat Show, Paris Photo, Fiac, Cannes Boat Show)

Translations: strategic and business plans, monthly business reports and standard operational reports for the group headquarters in London. Translation of marketing brochures, web site pages, revision and correction of texts and blue prints. Researches for international development projects in sectors such as art photography, design, luxury, antiques.

Administrative tasks: scheduling the General Manager's agenda and divisional meetings. Preparation of meeting-related documents. Travel arrangements. Follow-up of recruitments with the HR department. Follow-up of the division's costs vs budget with the Finance Control Service. Classifying and keeping of key (organizational and strategic records). Assisting the General Manager in defining and ensuring the accomplishment of targeted goals within the division.

April 2005 – March 2007

- Teacher, private lessons (Italian, English for university students /professionals)

- **Ecole du Louvre and Université de Lille 3** (1st and 2nd year Degree in Art History)

- **Translations** for the project *Imagining Ourselves: Global Voices from a New Generation of Women* (The International Museum of Women, San Francisco: portraits of young women artists)

- **Research and translations** for the art book *Shawls of the East* by the Persian Art expert Parviz Nemati.

September 2003 – March 2005 – **Approche sur Mesure pour Parfums Christian Dior - Levallois, France**

Customer Relations and Translator - Italy, France, UK

Translations: press releases, brochures, advertising tools, client fidelity programs for the Italian market. Translations of complaint cases (mainly dealing with reported serious allergic reactions to products) in cooperation with the Marketing Dept., laboratories and Quality Assurance Service from Dior. **In charge of setting up a Customer Relations Service for the Italian market** (clients, distributors, selected department stores) and coordinating promotional activities and marketing campaigns (new products launches, fidelity programs) between the headquarters in Paris and the Milan-based Italian branch of Parfums Christian Dior.

January 2003 – September 2003 – **Parfums Rochas (Cosmopolitan Cosmetics Group) – Poissy, France**

Travel Retail Service – Executive Assistant and Translator

Translation of memos, brochures, factsheets, promotional campaign strategies, client fidelity programs for the group brands Rochas, Gucci, Trussardi, Ghost, Escada, Anna Sui. Contacts with the sales team in Italy. Coordination of the Italian version of visuals/packshots posters and collateral with specialized agencies based in Italy.

Contacts and management of clients and distributors and local sales forces (orders, supervision of: stocks, backorders, invoicing and shipments). Monthly update of turnover, comparative analysis of sales trends, budgets/objectives...

Skills and interests

Flexibility, adaptability and change responsiveness.
Capable of working both independently (freelance) and in a team.

Communication-oriented.
Naturally at ease in an international environment.

Interested in literature, cinema, reading, writing, travelling.

Professional experiences

1993 – 1994 - **CA Technologies (ex Computer Associates) – Milan, Italy**

International Events Department and Public Relations – Translator and Interpreter

Translation of brochures (event descriptions, programs). Business trips in Europe and the US during VIP and client events; interpreter in meetings, formal receptions. In charge of editing a monthly press review (specialised articles on software, competitor analysis). **Translation of press communiqués;** supervision and quality assurance of translation projects assigned to specialised agencies (e.g. Berlitz New York). **Organization of incentive trips** for executives and VIP customers events.

Organization of press conferences. Coordination of the interpreters hired for the conferences

1992 – 1993 - **CA Technologies (ex Computer Associates) – Milan, Italy**

Micro Products Division - Chief Translator

In charge of software localisation projects (office solutions) and their technical documents and user guides in collaboration with CA American and Italian software experts. Quality assurance of other translation projects managed by specialised agencies. Supervision of editing projects: contacts with printers, management of tenders, proofreading. **Translation of marketing brochures and factsheets.**

Participation in several international trade shows as an interpreter for the sales teams and customers.

1989 – 1992 - **CA Technologies (ex Computer Associates) – Milan, Italy**

Translator

In a six-people team, **translation of marketing collaterals,** technical documents (software user guides), sales agreements. Supervision of editing projects with printers (**proofreading**). Contacts with headquarters in the USA and subsidiaries in the UK and Spain. **In charge of writing and editing a monthly newsletter** distributed to CA Italy employees (news, description of new software solutions, interviews with colleagues and directors from other CA business units abroad).