

# Curriculum Vitae

## Lucrezia Giordano

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### PROFILE

I am a specialist English/German/Spanish to Italian translator, native Italian speaker, qualified with the Master of Arts degree in Foreign Languages and Literatures with a concentration in English, German and Spanish. I specialize in marketing and commercial, legal, technical, business, economics, mechanic, literature, travel and tourism, food and wine but will also consider offers in other fields.

### Personal details

Full name: Lucrezia Giordano.

Born: Altamura (BA), Italy (25<sup>th</sup> November 1982).

Nationality: Italian.

Native language: Italian.

### Contact details

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### My translation work

I am a freelance translator since early 2006.

Types of translation work: my experience embraces the following fields:

- **Marketing and Commercial:** manuals, reports, contracts and agreements, promotional articles, training, brochures, website content, product labelling and market research, CVs, cover letters, technical bids;

- **Legal:** contracts and agreements; bylaws; articles of association; notarial deeds;
- **Technical:** system specifications, technical documentation, official standards, software manuals, product catalogues, installation instructions;
- **Economic & Business:** Annual Reports, Consolidated Balance Sheets, Abstracts, Financial Reports, Income Statements;
- **Travel and Tourism:** brochures, location descriptions, hotel websites, leaflets for hotel guests, accommodation advertisements;
- **Food and Wine:** product descriptions; translation of recipes; wine technical specification; restaurant menu; web sites

## Education

Degree in Foreign Languages and Literature (English, German and Spanish) (110/110) University of Bari 2005. The MA gave me the possibility to undertake extensive practical and specialised translation between Italian and English/German/Spanish, providing training in translation theory and technological tools.

## CAT tools and other technical details

CAT tools: Wordfast and Trados.

I also use: Microsoft Word, Excel, PowerPoint; Adobe Reader; Skype; PerfectIt (proofreading tool).

## Other professional experience and skills

I have lived and worked in Germany for 1 year. At the moment, I'm living in Switzerland where I work as a German, English and Italian teacher for students as well as for big companies. I also work as a freelance translator. My working experiences as a manager in the foreign trade, and my overall experience abroad, has allowed me to further develop my communication skills and the understanding of the English/German language and culture.

## Interest:

Reading, History, English Literature, Sport and Travelling

References can be supplied on request

