



Teresa Giuffrè

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WORK EXPERIENCE

01/07/2020 – CURRENT Luxembourg, Luxembourg

TRANSLATION PROJECT MANAGER (SUBTITLING AND VOICE-OVER UNIT) EUROPEAN PARLIAMENT, DIRECTORATE-GENERAL FOR TRANSLATION, DIRECTORATE FOR CITIZENS' LANGUAGE

- Subtitling project management: project creation, support to translators. Some projects: LUX Audience Award films, EP President's speeches, My House of European History videos, EPRS videos
- Template creation: creating a subtitle template in English, i.e. a basis for translation of subtitles into all EU languages
- Technical review of subtitles (non-linguistic checks against the guidelines, e.g. reading speed, character limit etc.)
- Creating PowerPoint presentations on clear language aimed at the wider public (e.g. for Translating Europe Forum 2021)
- Onboarding of new core team members
- Mentoring of trainees

01/09/2020 – CURRENT

VOLUNTEER ITALIAN CLIMATE NETWORK

- Observer at COP26 in Glasgow: attended plenaries and informal negotiations to write reports, networked with delegations (governments, IGOs, NGOs)
- Delegate at C20 Indonesia: member of Environment, Climate Justice & Energy Transition Working Group
- Delegate at Youth Environment Assembly 2022 (online): contributed with inputs to the Stockholm 50+ Youth Policy Paper
- Write articles on climate diplomacy, UN conferences, mitigation, NDCs, agriculture

10/05/2015 – 12/06/2020

TRANSLATOR SELF-EMPLOYED

- Translation and proofreading from English/German/Japanese to Italian (Renewable Energies, Environment, Tourism)
- Subtitle translation and QC. Some end-clients: Netflix, Disney, Sony Pictures

01/10/2019 – 28/02/2020 Brussels, Belgium

TRAINEE TRANSLATOR (ITALIAN UNIT) EUROPEAN COMMISSION, DIRECTORATE-GENERAL FOR TRANSLATION

- Translation of Commission's documents: written replies to parliamentary questions, response letters to citizens and legal entities, legal acts, press releases
- Helped with the compilation of a termbase and alignment of translation memories
- Searched and compared texts in a set of webpages in the multilingual website europa.eu
- Helped with the drafting of some entries in IATE, the EU's terminology database

- Website and Facebook page editing in Italian, English and German
- Assistance to English and German-speaking clients

● **EDUCATION AND TRAINING**

01/10/2012 – 13/03/2015 Palermo, Italy

MASTER OF ARTS IN MODERN LANGUAGES AND LITERATURE Università degli Studi di Palermo

English, German, Literary Translation, Philology, Linguistics

01/10/2009 – 23/10/2012 Palermo, Italy

BACHELOR OF ARTS IN MODERN LANGUAGES AND LITERATURE Università degli Studi di Palermo

English, German, Literary Translation, Linguistics

● **LANGUAGE SKILLS**

Mother tongue(s): **ITALIAN**

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
ENGLISH	C2	C2	C2	C2	C2
GERMAN	C1	C1	C1	C1	C1
FRENCH	B2	B2	B2	B2	B2
SPANISH	B2	B2	B1	B1	B1
JAPANESE	B2	B2	B1	B1	B1

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

● **DIGITAL SKILLS**

Microsoft Office | Microsoft Word | Microsoft Excel | Microsoft Powerpoint | Outlook | Cisco WebEX | Microsoft Teams | Plint Core (Subtitling) | CAT tools (Studio, CAT Client)