

Personal information

First name(s) / Surname(s) **SANTANDREA, Maria Pia**

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Employment / Occupational field **Translator EN-FR>IT**

Work experience

Dates 1977-today

Occupation or position held **Translator EN-FR>IT in a translation agency**

Main activities and responsibilities Translation, proofreading, editing, project management, creation of glossaries and TMs
Specialized in: **Automotive / Cars & Trucks – Automation & Robotics – Business/Commerce (general) – IT & Computers – Construction / Civil Engineering – Environment & Ecology – Finance (general) – Law: Contract(s) – Materials (Plastics, Ceramics, etc.) – Marketing – Mechanics / Mech Engineering – Patents – Sport – Subtitling – Technology – Tourism**

Name and address of employer Centro Traduzioni Imolese - Via Melloni 7/C - Imola (BO) 40026 – Italy
Website: www.centrotraduzioni.com

Dates 1974-1977

Occupation or position held **Translator in the company's foreign office**

Main activities and responsibilities Commercial and technical translation, processing foreign clients' orders

Name and address of employer I.R.C.E. Industria Romagna Conduttori Elettrici s.p.a. - Via Lasie 12/A - Imola (BO) 40026 - Italy
Website: <http://www.irce.it>

Education and training

University Université de Dijon - Diplôme de Français - Cours internationaux d'été

Date 1979

Secondary School Foreign Language Correspondence School "SACRO CUORE" – Lugo (RA) - Italy

Dates 1966 – 1971

Principal subjects Foreign languages, Translation, Economy, Administration, Management and Law

Personal skills and competences

Mother tongue	Italian				
Other language(s): self-assessment <i>European level (*)</i>	Understanding		Speaking		Writing
	Listening	Reading	Spoken interaction	Spoken production	
French	C2	C2	C2	C2	C2
English	C2	C2	C1	C1	C2

(*) [Common European Framework of Reference for Languages](http://www.european-council.europa.eu/media/14684/n/en/pdf/13130main01_en.pdf)

Social skills and competences Team spirit, good ability to adapt to multicultural environment, good communication skills

Organisational skills and competences Leadership (responsible of the French translation section), good ability to work under pressure

Computer skills and competences Good command of all Microsoft Office Tools
Good command of SDL Trados Studio & MemoQ
Good command of CMS programs