



## **Jill Anne Krakow**

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**Cell** +39 335 730 6538

**Citizenship** American

**Date of Birth** 27/02/1969

**P.IVA** **IT02614760029**

**ProZ Profile** <http://www.proz.com/translator/2008493>

**Education:** Bachelor of Science of Mass Communications and Public Relations, Boston University, 1991

### **Experience:**

**Translator**, Trino VC, Italy September 2006 – Present

Principal responsibilities include Italian to English translations ranging in topics from government, finance/economics, engineering, tourism, automotive, design, taxation and regulations, green technology, website localization, literature, marketing and psychology for various Italian and International translation agencies, Consorzio Univer, ISTAT, IVASS, Guardia Forestale, Comune di Casale Monferrato, Comunita' Ebraica di Vercelli and others. Translated documents include annual reports to the European Commission, national and European regulations for the insurance industry and Italian regulatory bodies, manufacturing and technical manuals, tax documents, the 2017-2019 Italian census, luxury fashion catalogues, State financed green energy project reports, and others.

**English Teacher**, Trino VC, Italy September 2006 – March 2020

Principal activities consist of preparing students from middle school to professionals for English competency exams (KET, PET, Cambridge First, IELTS), business English courses and assisting Italian university students with the preparation of dissertations in English.

**Minerva Training**, Trino VC, Italia September 2011 – May 2012 English Teacher

Activities consisted of translation and teaching all levels of English language to students from elementary school level through adult education classes, with a focus on preparation for national and European Level exams.

**Draft Worldwide**, New York, NY, USA May 2002 – May 2003 Senior Production Manager

Activities consisted of development and production of direct marketing campaigns, management of multiple concurrent projects, estimating/bidding projects using external vendors, recommending formats and materials to the creative team, cost control of active jobs, management of photo retouching, proofreading, quality control of files before production, quality checks during production runs, monitoring assembly or binding of printed products, supervising installation of work, scheduling all work for each job, interfacing with all departments (data, creative, studio, account) on various types of projects, billing and managing a team of production managers. Principal client: Verizon.

**Fuse, Inc.**, New York, NY, USA August 2001 – April 2002 Partner

Completed production and distribution of all merchandizing materials for national launch of a new retail cosmetic line after client had recused previous agency. Activities included detailed management of project workflow, proofreading, retouching and colour correction of all campaign photos, printing of all elements in diverse formats and substrates to specifications, managing collation and delivery of all marketing and display materials for 95 distinct retail store-instore outlets, controlling and billing all production costs. Client: Avon.

**ThompsonConnect**, JWT, New York, NY, USA October 2000 – August 2001 Senior Production Manager

Managed creation and production of all printed materials, preparation of data lists for direct marketing campaigns, photo retouching, proofreading, quality control of electronic files and printed materials, estimating/bidding vendor services for all jobs, billing and managing traffic staff. Clients: Avon, Bailey's Irish Cream/UDV, White Castle, SpencerStuart.com, AboutMyHealth.com/CBS Healthwatch, Unilever.

**Rapp Collins Worldwide**, New York, NY, USA April 1998 – October 2000 Senior Production Manager

Managed development, creation and production of a fully personalized, digitally printed monthly health information magazine for Pfizer. Responsibilities included extensive use and innovation of digital printing with variable creative content, heavy proofreading, frequent on-site press checks. Implemented quality and cost savings procedures which saved the client over \$1mil. in production costs. Clients: Pfizer Pharmaceuticals, barnesandnoble.com, Chubb Insurance, Stadtlander Pharmacy, Kaiser Permanente Insurance.

**The Colligan Group**, New York, NY, USA September 1996 – April 1998 Production Manager

Activities included production of all advertising materials for distribution and printing in national and international financial publications, editing and proofreading of all materials, commissioning artwork, negotiating and monitoring costs for retouching, printing and distribution of all printed materials. Clients: JPMorgan, National Geographic, First Union Bank.

**Val-Pak**, New York, NY, USA January 1995 – September 1996 Production/Art Manager

Responsibilities included the creation of all advertising materials for a leading franchise of a large American Direct Marketer, proofreading, ensuring quality control of electronic files prior to release to printer and communication with the printing office to maintain quality of final product.

**Tennyson Communications**, Boston, MA, USA October 1993 – January 1995 Account/Production

Responsibilities included sale and creation of advertisements in a monthly local real estate magazine, proofreading all copy and press checks.

**Just Publications**, Boston, MA, USA September 1990 – October 1993 Account/Production

Responsibilities included sale and creation of advertisements for 3 local monthly magazines, reviewing proofs and maintaining quality of all printed products.

**Other Skills:** Fluent in English (American English mother tongue) and Italian  
Superior time management skills  
Fluent in SDL Trados Studio and memoQ software packages  
Fluent in latest versions of all programs in Microsoft Office

References available upon request.