

ELENA FERRARA, MA**Freelance Translator & Conference Interpreter**

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London

Nationality	Italian
Languages	A: Italian, B: English, C: Spanish
Memberships:	Registered translator and interpreter with the Italian Consulate of London and Dublin CIOL Member; Italian Chamber of Commerce in London
CAT tools:	Wordfast Pro and memoQ

Qualified and experienced freelance translator and interpreter, educated to Master degree level. Proven track record of consistently delivering high-quality services to tight deadlines, and exceeding clients' expectations. Thanks to my experience as a senior project manager in a global translation agency, I have an intimate knowledge of both sides of the industry.

INTERPRETING

Oct 2018 – Present	-Visiting Lecturer in Translation and Interpreting Studies, at Middlesex University (MA and BA level) London
Oct 2017 – Present	-Visiting Lecturer in Translation and Interpreting Studies, at University of Westminster (MA level) London - Italian tutor for Consecutive and Simultaneous interpreting at London Metropolitan University (MA level), London -Italian tutor for Consecutive and Simultaneous interpreting at London Metropolitan University (BA level), London
Oct 2014 - Present	- Presentation of a new SUV model for Honda, EN<>IT, simultaneous, Seville - Lush yearly manager meeting, EN >IT, simultaneous, Stockholm - Google Product Expert Summit, EN >IT, simultaneous, London - Financial Symposium for an insurance company, EN >IT, simultaneous, Luzern - European Works Council EN<>IT, simultaneous, Brussels - Acromegaly treatments, IT>EN simultaneous, London - Osteoporosis fractures, EN >IT, simultaneous, Vienna - European Works Council EN<>IT, simultaneous, Bratislava - Medical interpreting at the Zhai fertility clinic, IT<>EN, consecutive, London (ongoing) - Acute Respiratory Infections, IT>EN, simultaneous, London - Pulmonology, IT>EN, simultaneous, London - Atopic Dermatitis, IT>EN, simultaneous, London - Pharmaceutical research, EN>IT, simultaneous, London - Bellavita Italy, IT<>EN, consecutive, London - Food inspection, IT<>EN, consecutive, Chelmsford - Club Med executive sales training, IT<>EN, consecutive, Paris - Business interpreting for Granarolo's President, EN<>IT, consecutive and simultaneous at Thomson Reuters and at Financial Times, London - Mental Health ward, ES<>EN, consecutive, Charing Cross Hospital, London - Keep it modern project, C20 Society and Getty foundation grants, EN<>IT, consecutive and simultaneous, London - Legal interpreting, criminal law, EN<>IT, consecutive, London - Interpreter for CSCS Certification, EN>IT, consecutive, London - London's skyscrapers and metropolitan system, EN>IT, simultaneous, London - How easy is it to age in today's society? EN>IT, simultaneous, London - Immigration: challenges and assets, EN>IT, simultaneous, London - Recycling – what's the use?, EN>IT, simultaneous, London - Standing Committee on Plants, Animals, Food and Feed, simultaneous, Brussels - European Statistical Advisory Committee, simultaneous, Brussels

TRANSLATION

2012 – Present

Translator, Proof-reader, Quality Manager EN/ES > IT

- Corporate material including:
 - codes of conduct and policies
- Legal material including:
 - contracts, T&C, GDPR, NDAs, judgements
- E-learning & training courses;
- Personal certificates including:
 - birth, death, marriage, divorce, adoption
 - certificates, university degrees
- Pharmaceutical material including:
 - ICFs, clinical trial agreements
- Newsletters;
- Mechanical material;
- Educational material;
- Beauty, fashion and jewellery;
- Online product descriptions;
- Market research;

May 2013 – Oct 2015

Senior Project Manager at TransPerfect Translations, London, UK

- Coordinating the life cycle of up to 15 translation projects at any one time;
- Negotiating rates and deadlines with contracted linguists to maximise profitability;
- Working to tight budgets and deadlines to ensure consistent delivery of high quality work;
- Multitasking and using language skills on a daily basis;
- Keen attention to detail, solution orientated approach, team player.
- Training of new hires.

Jan 2013 – Apr 2013

Internship at Rosetta Translation Agency, London, UK

- Managing translation projects from quoting to delivery;
- Editing and proofreading translations from English into Italian, quality control;
- Client liaison on the phone, in person and in writing;
- Completing short translations on an ad-hoc basis.

EDUCATION

2014 – 2015

London Metropolitan University, UK

**MA in Conference Interpreting and Legal Public Service Interpreting, EN < >IT
Distinction**

2009 – 2012

IULM University, Italy

**Bachelor's in Interpreting and Translation (EN<>IT, ES<>IT)
110/110 magna cum laude**

2011 – 2012

University of Portsmouth, UK

ERASMUS Year, Department of English Studies

2004 – 2009

Linguistic High School Rosa Stampa, Italy

Diploma 100/100

PROFESSIONAL DEVELOPMENT & SKILLS

2015 – Present

CPD Events

- Training the trainers, short course at LMU;
- Spanish Business course in Cadiz, 50 hours;
- Interpreting for the Police: not for the fainthearted, seminar at LMU;
- The Multifacets of Business Interpreting, seminar at LMU;
- The Italian legal system, ProZ webinar;
- Understanding and translating legal contracts, ProZ webinar;
- Financial translation, ProZ webinar;
- When interpreters meet psychologists, seminar at LMU;
- Maritime Law: a complex context for interpreters, seminar at LMU;
- Advanced Conference Interpreting for EU/UN accreditation test, LMU;

IT Skills

ECDL Certification: Excellent working knowledge of Microsoft Office, Wordfast Pro, MemoQ