





PERSONAL DETAILS

Daniele DE SANTIS



 Strada Fonte Ciccione snc, zipcode 00024, Castel Madama, (RM)  
 +39 0774 - 500531  +39 347 2680328  
 ndp\_daniele@outlook.it

Sex M | Date of Birth 18/04/1978 | Nationality Italian

POSITION

Freelance translator. Specialties: software localization, press releases, automotive, marketing, sports

WORK EXPERIENCE

2011 – up to now

**Localization Project Manager at NDP New Data Project**

NDP New Data Project sas – via Orazio Coccanari 11 – 00010 Villa Adriana - tel . +39 0774 500531 – web [www.newdataport.com](http://www.newdataport.com)

Analysis of translation tasks received from Clients, assignment of project to best resource, quality control and relationship with Clients, use of CAT tools for translation (Studio 2015, Trados, Passolo, Multitizer, Xbench), organization and control of DTP

2007 - 2010

**Project Manager: team of people scanning medical records**

NDP New Data Project sas – via Orazio Coccanari 11 – 00010 Villa Adriana - tel . +39 0774 500531 – web [www.newdataport.com](http://www.newdataport.com)

Schedule of shifts, quality control and relationships with Client, in particular to agree on volume of work, collection and delivery of work.

2007 - 2010

**Junior Technical Translator**

NDP New Data Project sas – via Orazio Coccanari 11 – 00010 Villa Adriana - tel . +39 0774 500531 – web [www.newdataport.com](http://www.newdataport.com)

Translation of technical documents and manuals, translation of UIs for IT equipment. Software localization.

2003 - 2007

**First level volleyball trainer**

First volleyball trainer of the volleyball team: A.S. Tivoli -Guidonia

EDUCATION

July 1997

**High School Science Diploma**

Liceo Scientifico Statale “E. Majorana” – Guidonia (RM)

January 2015

Member of AITI, the Italian Association of Translators and Interpreters – [www.aiti.org](http://www.aiti.org) – Card # 215008

February 2018

AITI Workshop on “Translation for audio-visual adaptation”

June 2020

THE LOCALIZATION INSTITUTE “Game Localization Masterclass”

May 2022

AITI Workshop on “Termbase management”

PERSONAL SKILLS

Mother tongue

Italian

OTHER LANGUAGE	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
ENGLISH	B2	C2	B2	B2	B2

Levels: A1/2 Basic user - B1/2 Independent user - C1/2 Proficient user  
Common European Framework of Reference for Languages

**Communication skills** ▪ I have good communication skills developed following my experience in the field of volleyball

**Organisational / managerial skills** Good leadership qualities, also acquired while working as amateurial volleyball trainer

**Job-related skills** ▪ advanced knowledge of quality control processes (currently Quality Control Manager)

**Digital skills**

- expert user of the Microsoft Office tools
- expert user of Trados 2007 Freelance edition
- expert user of SDL Passolo
- expert user of SDL Studio 2009, 2011, 2015
- expert user of memoQ 5.0
- expert user of Adobe FrameMaker
- expert user of MadCap Flare
- expert user of XBench
- expert user of Adobe InDesign
- expert user of Adobe Photoshop

**Other skills** ▪ good knowledge of volleyball. Trainer of amateurial teams and volleyball amateurial player

**Driving Licence** B

**ADDITIONAL INFORMATION**

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**Use of Personal Data** I hereby consent to the processing of my personal data in compliance with the General Data Protection Regulation (GDPR).

Tivoli 17.08.2022

Daniele DE SANTIS