

Maria Mazzillo

Calle del Conde de Serrallo 1, Madrid, Spain

Email: maria.mazzillo@outlook.com

Mobile: 07340657721

Summary

- Experienced *Localization Project Manager* with a good translation background and an enthusiastic can-do attitude.
- Experienced English into Italian translator and interpreter in different fields, such as education, medicine, law and tourism.
- Skilled Mandarin into Italian translator performing website translation, localization and proofreading services to hospitality and tourism.
- MA Business Translation with Interpreting, University of Surrey.
- Languages spoken: English, Italian, Spanish, Mandarin.

Education

Sept 2015 - Apr 2017 **MA Business Translation with Interpreting** at the University of Surrey

Core Modules: technical economic translation from English into Italian, interpreting (dialogue, simultaneous and consecutive), translation and interpreting techniques, use of CAT tools, use of translation corpora.

2010 - 2014 **BA in Language & Cultures** (Chinese and English) University of Naples, Italy

2012 - 2013 **Erasmus** (6 months) at "Universidade de Lisboa", Lisbon, Portugal

Work Experience

Project Manager and account lead at **SDL***, Madrid office.

August 2018 – Present

- **Account lead** of several clients.
- Management of **client's expectation**.
- Constant and direct communication with clients.
- Multilingual projects with source provided in: **InDesign** material, **Word**, **PPT**, **PDFs**, **Adobe Illustrator**, **HTML**.
- Management of TMs, glossaries and client's guidelines.
- In-house **QC and DTP task**.
- Team working
- On time delivery goal of **98.8%**.

Project coordinator at **Conversis Ltd.**, U.K.

January 2017 – August 2018

- Over **200 projects** managed and delivered to the client always on time, including projects with more than 60 languages.
- Direct and constant communication with translators.
- Direct and daily communication with **clients** and regular phone calls to discuss the agenda of the different projects.
- Management and creation of **Translation Memories** and Term bases.
- Time management, organizational skills and respect of **tight deadlines** thanks to a perfect self-control in stressful situations.
- Eagle eye for details, performing quality assurance and proofreading of technical translations, including legal material and documentation for medical trials.
- Preparation of translations projects, desktop publishing operations (DTP), trans-creation, subtitling and interpreting quotes.
- Advanced use of translation tools: **Trados**, **Wordfast**, **MemoQ** and QA tools such as **XBench** and **QA Distiller**.
- Advanced use of **PLUNET 7.2**.
- In-house revision of EN-IT translations.
- Team working and team support.
- Training for new starters and redaction of clients' handovers.

Freelance Translator and Editor - English – Italian

2013 – Present

Documentation translated:

- Sworn translation of personal documentation, degrees certificates and medical reports.
- Contracts of employments.
- Academical essays – Educational field.
- Academical essays – Philosophical field.

- Medical documentations and medical trials material such as: Brochures, ID Cards, ICFs, letters, etc.
- Tourism and accommodation brochures.

Consecutive Interpreting (healthcare setting) – English <> Italian

June 2016

- Performed the translation of an Italian immigrant under pressure - the task was to interpret a neonatal visit.
- Precisely interpreted 45 minutes of dialogue between medical professionals and a patient.

Freelance Translator - Italian - Chinese

September - October 2015

Translation into Simplified Chinese of the following website: <http://www.goldzanzibar.cn>

(Gold Zanzibar Resort)

Tutoring (English and Italian)

March 2015 – August 2015

- Tutoring for 9 – 17 years old students (primary, secondary school and High School).
- Recognize and manage the unique levels of every students and find the most suitable learning strategies to build their self-confidence with a different language.