

LAURA COLETTA

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Date of Birth: 11/04/1988 Nationality: Italian

Professional Summary

Master's qualified in European Languages and Translation

Certified translator (Spanish<>English; Spanish<>Italian; English<>Italian; French<>Italian) with 3 years of experience in legal and technical translation, editing and proofreading, audio & video transcription, project management

Applied language skills such as grammar, syntax, semantics, style and appropriate terminology

Practical knowledge in word processing and CAT tools: (SDL Trados, AntConc, ParaConc, Google Translate, Systran, Wordfast Anywhere e Google Translator Toolkit)

Education & Training

2016	STL Formazione On demand course: Introduction to Project Management for Translators
2013 - 2014	Comunika Institute, Rome (Italy) Master of Publishing and Communications
2008 - 2013	"L'Orientale" University of Naples, Naples (Italy) Master's degree in "European Languages and Translation" 110/110 (first-class honours)
2012 - 2013	Cervantes Institute, Naples (Italy) Course of Spanish Legal Translation
2012	Cervantes Institute, Naples (Italy) Legal Spanish Course

Work Experience

I have been working as a freelance translator since 2014. Among others, I have been glad to collaborate with the following clients:

June 2017 - Present

Agencia Lingüística Tres AL3, S.L.

<http://agencialinguisticatres.com/>

Translator

Translating technical, medical and legal texts from Spanish into English

Nov. 2016 - Present

SGR International srl

www.sgr-international.it

Translator

Providing specialist medical transcriptions and translations from Italian or Spanish into English

July 2016 - Present

Bambu Lifestyle

<http://www.bambulifestyle.com/>

Translator and Professional CV Writer

Creating, translating and proof-reading CVs and cover letters from Spanish into English

Dec. 2015 - Present

Tommaso Passaretta Traduzioni, Caserta (Italy)

<http://globaltranslations.it/>

Freelance Translator

Translating a wide variety of documents and reports from English, Spanish and French into Italian and vice versa

Oct. 2014 - Apr. 2015

Azix Sarl, Paris (France) <http://www.azix.fr/>

Translating legal documents, web sites and advertising texts from French and Spanish into Italian

Oct. 2013 - Present

Worldwide Translation Agency S.L., Madrid (Spain)

<http://www.wtatrducciones.com/en/>

Freelance Translator

Translating legal and technical documents from English or Spanish into Italian and vice versa
Editing materials

Mar. 2013 - June 2013

Altalingua Traducciones Enterprise, Madrid (Spain)

<http://www.altalingua.es/>

InternTranslator

Translating legal and technical documents from English or Spanish into Italian and vice versa
Editing materials

Dec. 2012 - Oct. 2013

Asterischi, Italy <http://www.asterischi.it/>

Managing a cultural and literary section

Collaborating with article writing, translations and book reviews.

Feb. 2011 - June 2011

Proloco Casertantica, Caserta (Italy)

Voluntary Work

Translating tourist pamphlets from Italian into English

Additional Information

Memberships:

Enrolled with the Chamber of Commerce of Caserta (Italy) Register of Foreign Languages experts (translator and interpreter) since November 6, 2013 - n°900.

Enrolled with the Court of Santa Maria Capua Vetere (Italy) C.T.U. Register of Foreign Languages experts (translator and interpreter) since November 28, 2014 - n°218.

Language skills:

Italian (mother tongue); Spanish: Proficiency (Council of Europe C2 level); English: Advanced (Council of Europe C1 level); French: Intermediate (Council of Europe B2 level)

Organisational skills:

Skilled in planning and organizing autonomously, defining priorities and taking responsibilities.

Able to complete projects on time.

Able to work under deadline pressure and to manage multiple projects at the same time due to the above-mentioned work experiences as a translator, where time management and respecting deadlines were basic requirements.

Referees

Bambu Lifestyle

Marc Artacho: Director

SGR International

Cinzia Pascarella: International Field Division Director

Altalingua Traducciones Enterprise

Fernando Gilsanz: Director

Tommaso Passaretta Traduzioni

Tommaso Passaretta: Director

References available upon request

I authorise the use of my personal data in compliance with Legislative Decree 196/03