

Alice DELLA SETA
Freelance Translator and Project Manager



Nationality: Italian
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PROFILE

I am an enthusiastic professional seeking work in a challenging environment. I am numerate, capable of working on my own initiative, and with excellent organisational abilities. I am resourceful, with group work skills, problem-solving skills, and an outgoing personality. Customer service-oriented, accustomed to working under pressure and dealing with work and clients' needs. I am passionate about books, literature and writing. I am computer and music literate. I am willing to travel. I have a driving license.

EDUCATION AND TRAINING

- 2018: **Postgraduate School – Agenzia Formativa TuttoEuropa**
Editorial Translation
- 2017: **Master's Degree – University of International Studies of Rome- UNINT**
Translation & Interpreting – 110/110 *summa cum laude*
- 2014: **Bachelor's Degree – University of Florence**
Languages, Literatures and Intercultural Studies – 107/110
- 2010: **Secondary School Diploma – Liceo Scientifico “G. Marconi”, Carrara (MS), Italy**

Training Courses:

- Translation workshops (Turin International Book Fair – 2016)
- Translation workshops (London Book Fair – 2015)
- Literary translation course (Herzog Literary Agency – 2015)
- Spanish Language Intensive Course (International House in Valencia – 2014)
- English Language Intensive Course (ESL School in London – 2013)

WORK EXPERIENCE

- *January 2019 – present*
Star Italia S.p.a. translation company
 - **Project Manager of translation projects**
- *October 2018 – present*
Translation and localization company Athena Parthenos s.r.l.
 - **Freelance EN>IT post-editor and translator**
- *January 2018 – present*
Translation and localization company Jonckers
 - **Freelance EN>IT post-editor**
- *March 2018 – July 2018*
IBIS publishing company
 - **Freelance translator and revisor** of Ruyard Kipling's book *Letters of Travel*
- *November 2017 – January 2018*
Translation and localization company Creative Words
 - **Freelance EN>IT post-editor**
- *May 2017 – July 2017*
Internship at the Italian Presidency of the Council of Ministers, Department for European Policies
 - **IT>EN Translator / Website & Social Networks management:** Translation and revision of the texts published on the official website of the Department; management of the website pages and publications on social networks.
- *March 2017- May 2017*
Internship at the Italian Ministry of Justice, Office for International Relationships
 - **Translator IT>EN:** Work in a team of seven people for the translation of the Relation to the Parliament 2017 of the *National Guarantor of the rights of the persons detained or deprived of their liberty*.
- *2015*
 - **Recorder Audiovisual Transcriber DubTalk:** *Dubbing in cinematographic and television speech*, UNINT and University of Pisa project.
- *2012 – 2014*
 - **Client Relation Manager:** Customer service activities and cash management at Slot Show Videolottery – Slot machines and VLT hall based in Pisa.

PUBLICATIONS

- Della Seta, Alice, *UN INTERessante equivoco. Imparare a tradurre all'Università degli Studi Internazionali di Roma*, in the Italian online magazine «Tradurre», n. 14 (2018)

- Kipling, Rudyard, *L'Egitto dei Maghi. Da costa a costa*, edited by Paola Mazzarelli, Ibis, Como-Pavia 2018 (orig. ed. *Letters of Travel*, Macmillan and co., limited, London 1920) (collective translation)
- Reynolds, Aurora, *Il segreto del nostro amore*, edited by Librofficina, Newton Compton editori s.r.l, Roma 2019 (orig. *Until June*, ARR-INC. 2016, Kindle Edition)
- Daniels, Lucy, *La piccola casa dei grandi amori*, edited by Librofficina, Newton Compton editori s.r.l, Roma 2019 (orig. *Summer at Hope Meadows*, Working Partners Limited, 2017)
- Hale, Jenny, *Iniziò tutto a Natale*, edited by Librofficina, Newton Compton editori s.r.l, Roma 2019 (orig. *It started with Christmas*, Storyfire Ltd trading as Bookouture, 2018)
- Hart, Staci, *Mille lettere d'amore*, edited by Librofficina, Newton Compton editori s.r.l, Roma 2020 (orig. *A Thousand Letters*, 2016)

LANGUAGE SKILLS

	Spoken	Written
Italian	Native	Native
English	C1	C1
Spanish	C1	C1
French	A2	A2

Italian native speaker and fluent in English and Spanish. Basic in French.

TECHNICAL SKILLS

- Microsoft Office Package
- Opera
- LibreOffice & Apache OpenOffice
- AntConc
- Internet & Social Networks

Cat Tools

- SDL Trados Studio 2015 for Translators – Getting Started
- SDL MultiTerm 2015 for Translators and Project Managers
- SDL Trados Studio 2017 for Translators – Getting Started
- SDL MultiTerm 2017 for Translators and Project Managers

<https://oos.sdl.com/asp/products/certified/index.asp?userid=269512>

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