



**Stefanie Mellano**  
**Italian to English Freelance Translator**

Cuneo (CN), Italy  
info@stefaniemellano.com / +39 328 9312214  
www.stefaniemellano.com

## Professional Summary

I am fluent in both Italian and English and have been translating since 2008 with a focus on food, tourism, music, and more technical legal and business texts. Since 2018, I have branched out into audiovisual translation, including subtitling and translation for dubbing, and have worked on major TV shows and documentaries, as well as independently produced documentaries and films.

In addition to my BA in Italian, I am now studying for the Chartered Institute of Linguists' Diploma in Translation. I am, therefore, an IoLET affiliate of the CioL, with a view to becoming a full member once I pass the exam.

**Services:** translation from Italian to English, subtitling, proofreading, revision, post-editing, transcription

**Software:** SDL Trados, Ooona, Microsoft Office, iWork

## Education

**BA Italian** **2009 – 2012**  
University of London – Upper Second-Class Honours

**Certificate in Legal Studies** **2006**  
Open University

## Translation Experience

**Freelance Translator** **2008 – present**  
Legal Sector:

- Translation of commercial contracts, legal hearings, general legal correspondence

Websites & Marketing Texts:

- Translations in all fields, including tourism, food, music, home interior design, real estate and air travel

Media & Subtitling:

- Direct transcription into Italian and translation into English of video/audio interviews for subtitling; template creation and quality control of subtitles for popular TV shows and documentaries (timecoding, SDH & CC)
- Transcription of English and translation from Italian to English for dubbing.

#### Academic & University:

- Translation of PhD proposals and university research projects in various subject fields, including architectural, medical, legal and psychological

#### General Translations:

- Letters and general translations; food product descriptions and nutritional labels; music lyrics and poems; press releases, presentations, written interviews

#### **English Teacher**

**2019 – 2022**

##### The Bridge Language School (Cuneo, Italy)

- Teaching English as a foreign language to adults and children, both in groups and on a one-to-one basis
- Teaching English in state nurseries and primary schools as part of a project requiring a native English teacher

#### **Export Office Assistant**

**2012 – 2014**

##### Venchi SPA & Armani/Dolci (Cuneo, Italy)

- Order management and correspondence with English-speaking clients
- Interpreting on-site for client visits and abroad at international exhibitions (e.g. Fancy Food, USA, for two years running)
- Translation of nutritional labels, catalogue product descriptions and marketing material

#### **Sales & Purchase Office Assistant**

**2010 – 2012**

##### Euro Solar SRL (Cuneo, Italy)

- Correspondence with and management of foreign suppliers
- Interpreting at exhibitions in Italy and during conference calls linked to purchases
- Management of incoming international shipments and customs clearance

#### **English Teacher**

**2008 – 2010**

##### Wall Street Institute (Cuneo, Italy)

- Teaching English as a foreign language in one-to-one sessions and in groups, including general conversation, business English and teaching English to children

### **Further Work Experience**

#### **Sales Office Assistant**

**2016 – 2019**

##### BMW/Mini Car Dealership (Cuneo, Italy)

- Invoicing and preparation of documents relating to the registration of vehicles and transfers of ownership in Italy

#### **Marketing Office Assistant**

**2014 – 2016**

##### Multi-brand Car Dealership (Cuneo, Italy)

- Management of marketing campaigns for various brands
- Development and presentation of statistics linked to such campaigns
- Drafting and preparation of marketing material for events and exhibitions

#### **Legal Secretary**

**2006 - 2007**

##### Clay & Co (Teddington, UK)

- Transcription of legal correspondence in the conveyancing field
- General management of contact between clients and solicitors

**References and sample translation available upon request**