



Translator English > Italian and German > Italian

SDL Trados user. Very good organisational skills, capable of prioritising tasks, experienced in dealing with sensitive data.

Objective: developing my career moving towards my core talent and passion for languages and translation, in particular in the medical field.

Francesca Nicolini

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Translation Experience

01/09/18 – present **free lance translator** Italian and English

Translation of marketing material in the automotive sector; terms and conditions of purchase.

Translation of restaurant menus.

Classes in medical translation to revamp knowledge and experience.

04/09/17 – 31/08/18 **Qover**, Brussels (digital insurance)

Translation of insurance policies from English into Italian

Proof-reading of documents in English and Italian

2008 – 04/2009 **Freelance Translator**, Cesena, Italy

Sectors: medical, technical manuals, quality controls, agriculture and tourism.

2006 and 2007 **In-house Interpreter and Translator**

Hospital M. Bufalini, Cesena, It

Interpreter for personnel and patients. Translation of clinical files and records. Contacts with insurance companies to organise repatriation.

2005 – 2008 **Translator and interpreter**, Cesena, Italy

Sectors: medical, technical manuals, quality controls, agriculture and tourism.

Office administration experience

04/09/17 – 31/08/18 **Office Manager**

Qover, Brussels

- Maintaining the office, ordering supplies, receiving calls and post, welcoming guests;
- Paying, filing and keeping track of invoices; reconciling invoices with bank or credit card statements, uploading invoices onto accountancy software.
- Keeping agendas of the founders, making travel reservations and claiming reimbursements;
- Working languages: English and French.

01/07/14 – 31/03/2017 **Founder and Director**

Creams of Nature, Brussels

- Online retailer of organic cosmetics. Search of suppliers and price negotiation. Invoicing and payment management. Organization of meetings with suppliers. Drafting of website content and website content management.

19/10/2009 – 20/02/2014: **Government Relations Assistant**

Smiths Group, Brussels

- PA: keeping agendas for 2 – 3 people, requesting meetings with high level EU officials, managing company credit cards with power of attorney, expense claims, travel reservations, organisation of video calls or conference calls with differing time zones.
- Office management: sorting incoming mail, welcoming visitors, liaising with suppliers for orders of consumables, managing invoices and supply stock.
- Organisation of events with up to 200 attendees: creation of database, mailings, organisation of venue.
- HR: organisation of selection procedures. Working languages: English and French

19/04/09 - 19/07/09: **Traineeship Leonardo Programme**

DIESIS, Brussels

- Testing of project ONE (E.C. Framework Programme 6). Writing of the final report on the project. Updating the website, writing of information material on DIESIS.

Studies

1999 – 2004

Degree in Conference Interpreting and Translation at the “Scuola Superiore di Lingue Moderne per Interpreti e Traduttori”, Forlì, University of Bologna;

Dissertation: “The role of **the interpreter in the hospital setting**. An empirical analysis in three hospitals of the Romagna region.”

Languages

Italian: mother tongue

English: excellent (written and spoken)

French: very good (written and spoken) (DELF certificate)

German: good (written and spoken)

Dutch/Flemish: beginner (written and spoken)

Computer Skills

Word, Excel, PowerPoint, Outlook, MS Project.

Courses and interests

1997 – 2004 language summer courses in England and Germany.

Pilates, yoga, swimming, reading, walking in the woods, organising events with friends.