



Maria Chiara Serra



Fano (Italy)



+39 3206733508



mariachiaraserra3@gmail.com



born in Fano on 03/07/1993



driving licence

About me

I am a practical person who prefers a hands-on approach. My strengths are adaptability my openness to collaboration. I am comfortable in dynamic and multicultural environments. I am well organized and punctual; on the job I am motivated by problem solving and personal growth.

Skills

Excel

Pacchetto Office

CAT Tools

MemoQ

Trados Studios

Certificazione SDL Trados Studio 2017 for Translators – Advanced.

Certificazione SDL Trados Studio 2017 for Project Managers.

Certificazione SDL Trados Studio 2019 New Features.

ECDL Certificate

Foreign languages

English C2: Language Cert ESOL C2 Mastery 2020

Chinese B2: Chinese Proficiency Test- HSK-Level 4 (Intermediate) 2018

French B2

Spanish B1

Japanese A2



Working Experience

06/2021 SALES/BACK OFFICE

Yndetech Srl; Fano PU (Italia)

- Sales representative to Italian clients. Experience with *Salesforce*.
- Back office and logistics. Experience with *SAP*.
- Attendance of trade shows. Translations of technical and promotional materials.

01/2021- now HIGH SCHOOL ENGLISH TEACHER

Istituto Tecnico Agrario Garibaldi Da Vinci, Cesena, Italy

11/2019-11/2020 ASSISTANT TO MANAGER

Marlù Spa (San Marino)

- Assistant to manager: Chinese-Italian interpreter when travelling in China.
- Purchase office support: legal and technical translation with Chinese and English.
- Advanced use of company's managing software.

07/2019-11/2019 FREELANCE TRANSLATOR LEGAL AND PATENT FIELD

Aglatech14, Milano (Italy)

- Patent translation with different fields: (e.g: mechanics, life science).
- Legal translations.
- Using CAT tools and translation memories.
- Post editing.

07/2018-12/2018 ADVANCED CURRICULAR INTERNSHIP - 300 h

Oleodinamica Forlivese S.r.l, Forlì (Italy)

- Quality manual translation from Italian into English.
- Translation of the company's Privacy policy.
- Terminological systematization.
- Creation of TM, termbase, conceptual system, terminological records.
- Terminological research about 9001 and 9000 ISO standards- Quality Management System.

08/2017-09/2017 CURRICULAR INTERNSHIP - 100 h

Dolphin Language Service S.r.l., Riccione (Italy)

- Commercial translation from Chinese into Italian

08/2015-09/2015 CURRICULAR INTERNSHIP - 100 h

Ferretti S.p.a., Cattolica (Italy)

- Technical translation from Italian into English.
- Translation from Chinese into Italian of internal documents.
- Front desk and receptionist.



Education

10/2016-03/2019 MASTER'S DEGREE IN SPECIALIZED TRANSLATION

Università di Bologna, Forlì (Italia)

- Specialized translation Italian-English, Italian-Chinese.
- English and Chinese culture and literature.
- Machine Translation and Post Editing, Terminological systematization.
- CAT Tools: SDL Trados Studio, SDL MultiTerm, MemoQ, Omega-T.
- Website localization, software and game localization.
- Translation for the publishing industry and audiovisual translation.

06/2018 PERCORSO FORMATIVO 24 CFU

Università di Bologna, Forlì (Italy)

10/2013-10/2016 BACHELOR'S DEGREE IN MEDIAZIONE LINGUISTICA INTERCULTURALE

Università di Bologna, Forlì (Italy)

- English and Chinese language, culture, literature, translation and mediation.
- Japanese language and culture.

STUDY ABROAD EXPERIENCE

- 09/2017-01/2018: China, Sichuan International Studies University, 5 months. (Overseas scholarship).
- 10/2014-06/2015: UK, Warwick University, 9 months. (Erasmus Plus scholarship).

07/2012 DIPLOMA DI MATURITÀ