

RESUME/CV

MONICA R. PELÀ

English, French, Spanish to Italian Translator / MTPE / Revisor

Mother Language: Italian

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Services:

- Translation
- Light and full MTPE (I obtained the RWS Post-Editing Certification)
- Localization
- Revision

Language combinations:

- English to Italian
- French to Italian
- Spanish to Italian

Areas of expertise

- **Business, Commerce and Marketing Translations:** market research documents, technical description, trade agreements, business correspondence, catalogues, manuals, press releases, website/e-commerce, marketing, and advertising materials, etc.
- **Tourism and Travel Translations:** brochure, promotional materials, tour guides and itineraries, travel catalogues, hotel and restaurant websites, hospitality business documents, etc.
- **Legal and Financial Translations:** contracts, privacy policy, notarial deeds, articles of association and minutes of company meetings, documents issued by courts, financial statements, and related notes, etc.

Computer Skills

- Expert user of Windows, iOS, MS Office Suite (Word, Excel, Powerpoint), OpenOffice.
- CAT Tools: Matecat, Memsource, Wordfast, Trados and MemoQ compatible CAT tools, Google Toolkit
- Solid internet skills (research, navigation).

Presentation:

My background and strong interest in foreign languages has led me to work as translator, MTPE and revisor for about 10 years. After my language studies, I started to collaborate with translation agencies and direct clients from all over the world, building a solid experience in different fields.

Reliable, patient, flexible, open to listening, committed, and passionate about learning are some of my identifying aspects.

My aim is to deliver a document perfectly translated and proofread, which satisfy customer's requirements.

Communications with me are very easy: just visit my website and/or send me an e-mail explaining me your translation needs. I'll be happy to get back to you soon (usually within 24 hours) to talk about your project and how we can collaborate together.

Rates:

I have different rates for translation / MTPE / revision. They can vary depending on factors such as nature of the text, deadline, and volume. Feel free to contact me for more information.

No minimum required.

Workload per day:

Translation: 2000 – 2500 words

MTPE: 3000 – 4000 words

Revision: 2500 – 5000 words

Available throughout the week, weekend included if needed.