


PERSONAL INFORMATION

Lorena Tumminello

 Via Dell'Energia, 35, 72015 Fasano (BR) (Italy)

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Sex Female | Date of birth 29/11/1982 | Nationality Italian

PREFERRED JOB

Freelance translator

WORK EXPERIENCE

02/04/2007–Present

Translator

SDL Italy

Via Stradella 165, 00124 Rome (Italy)

Translation from English into Italian, proofreading and linguistic sign-off (LSO) of IT product software, firmware and documentation (operating systems, servers, drivers, open source solutions, navigators, printers, cameras, mobiles, palmtops, closed-circuit cameras, headsets, fire alarm systems, conference systems, networking systems, modular fire panels, motors, etc. from different customers, such as HP, Garmin, TomTom, Sandisk, Red Hat, Océ, Netgear, Navico, Motorola, Microsoft, LG, Kodak, Intel, Infoprint, FUJITSU, Exxon, EMC, VMWare, Denso, Cisco, Canon, Broadcom, Bosch, Bentley, Avaya, Adobe, Siemens, Honeywell, Juniper etc.).

Translation, proofreading and linguistic sign-off (LSO) of Web sites and generally technical documentation, including legal, marketing and business material (eBay, Amazon, Paypal, etc.).

Linguistic sign-off of medical equipment documentation (Phillips, Carefusion, Edan, Epocal, Hospedia, Neusoft, Varian, Elekta, Vital Images, Parexel, GEMS, Fenwal, AHA, Radiometer, etc.).

Business or sector Globalization solutions company providing translation services

06/08/2012–Present

Translator

Lionbridge Technologies, Inc.

1050 Winter Street, Suite 2300 - Waltham (US), MA 02451 Rome (Italy)

Translation from English into Italian, proofreading and linguistic sign-off (LSO) of Web site content, newsletters, mass emails, brochures, banners, generic letter to customers, personal letters to customers/prospects, channel partner materials (promotional, newsletters, training) of EMC, VMWare and SABA solutions (cloud software, data storage, information security, virtualization, analytics, cloud computing).

Translation from English into Italian, proofreading and linguistic sign-off (LSO) of manuals and documentation of industrial automation solutions (Rockwell), telematics connectivity solutions (Airbiquity), IP-based network video solutions (Axis), diesel and natural gas engines (Caterpillar), pharmaceutical products (Ely Lilly, Baxter, Mylan), energy management solutions (Schneider Electric), power generation equipment, power systems, gasoline engines (Cummins), 3D printers (Stratasys), medical equipment (Stryker), power tools (Bosch), automotive and aerospace components (GKN), engineering services (Honeywell), loaders (JBC), online payments solutions (Paypal), social networks (Twitter) and products/solutions from other companies such as PTC, Gartner, Freeway and Siemens.

Business or sector Globalization solutions company providing translation services

20/08/2010–15/09/2010

Translator

Bluver S.a.s. di Renna Concetta & C.

C.da San Marco II zona ASI, 72015 Fasano (Italy)

Translation from Italian into English, proofreading and linguistic sign-off (LSO) of datasheet, specification and documentation of a number of food products.

Business or sector Company specialized in manufacturing, packaging and distributing horticultural and fish products

- 20/03/2011 **Interpreter**
Interpreter from English into Italian and vs. for the presence of the Japanese draper's sales representative Takehiro Muroya in Italy
- 04/07/2012–17/03/2015 **"A.S.D. Apnea Energy" President**
Fasano (BR) (Italy)
- Plan and develop activities and events related to freediving sport, such as social and national races from Apnea Academy and FIPSAS circuits, recreational events focused on the sea and freediving, social dinners, courses, etc.

-Evaluate and plan the costs needed to developing social activities.

-Prepare the annual financial statements.

-Collect the membership fees for registering with FIPSAS (Federazione Italiana per la Pesca Sportiva e l'Apnea Subacquea).
Business or sector Recreational sport association
- 17/02/2014–10/05/2014 **English Teacher for P.O.N. C-1-FSE-2013-49, module 8 "Improve your English"**
Istituto Comprensivo "Galileo Galilei"
Via Cesare Beccaria, 72010 Pezze di Greco (BR) (Italy)
Detailed planning of contents of course and skills to be acquired.

Evaluation and preparing all materials and excercises, and ex-ante, in itinere and ex-post evaluation tests.
Business or sector Lower Secondary School
- 30/03/2015–02/04/2015 **Translator**
Avvocato Antonio Lattanzio, Locorotondo (BA) (Italy)
Translation of Errezeta SRL property Purchase Orders concerning the production of steelwork materials, pressure parts, waste heat boilers, steel structures, etc.
- 04/04/2016–Present **Private lessons of English**
High School students, Fasano (Italia)
-Explanation of grammar rules
-Carrying out of the schoolwork
-Reading and understanding of articles
-Preparation for secondary-school graduation examination
- 03/2019–Present **Specialist translator**
Novilinguists S.r.l
Via Malta, 3, 16121 Genoa (Italia)
www.novilinguists.com
Translation from English into Italian, proofreading and linguistic sign-off (LSO) of Web site content, newsletters, mass emails, brochures, banners, generic letter to customers, personal letters to customers/prospects, channel partner materials (promotional, newsletters, training) of Dell EMC solutions (cloud software, data storage, information security, virtualization, analitics, cloud computing).
Business or sector Translation Services Provider

06/2018–Present **Freelance Translator**
 Intertranslations Ltd.
 Leof. El. Venizelou 4, 17676 Kallithea (Grecia)
www.intertranslations.com
 Translation from English into Italian of installation manuals of electric and electronic equipment and network components of Intracom Telecom
 Business or sector Translation Services Provider

EDUCATION AND TRAINING

09/1996–07/2001 **Diploma**
 "C. Colombo"
 Via Panisperna, 255, 00184 Rome (Italy)
 Technical for Tourism

10/2001–03/2005 **First-level degree** L3
 "S. Pio V " University
 Via delle Sette Chiese, 139, 00154 Rome (Italy)
 Linguistic and cultural mediation

10/2004–03/2007 **Second-level degree** 104/S
 "S. Pio V " University
 Via delle Sette Chiese, 139, 00154 Rome (Italy)
 Translation

12/07/2004–30/07/2004 **Course of General English (45 hours)**
 Oxford House College
 30 Market Place, London, W1W 8AW (United Kingdom)

02/08/2004–19/08/2004 **First Certificate preparation course (45 hours)**
 Oxford House College
 30 Market Place, London, W1W 8AW (United Kingdom)

PERSONAL SKILLS

Mother tongue(s) Italian

Foreign language(s)	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C1	C1	C1	C1	C1
Arabic	A2	A2	A2	A2	A2
French	B2	B2	B2	B2	B2
German	A2	A2	A2	A2	A2

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user
 Common European Framework of Reference for Languages

Communication skills Friendly, self-confident, entertainer, outgoing, creative

Organisational / managerial skills Reliable, responsible, accurate, punctual

Job-related skills	Ability in using Computer Assisted Translation Tools, such as SDLX 2007, SDL Trados, Studio 2019, Intranslator, Idiom, Translation WorkSpace, Passolo, Memsource, etc.
Digital skills	Ability in using word processors, mailbox managers, spreadsheets, databases, search engines, Web browsers, Internet
Driving licence	B