

CARLOTTA CARDINALI

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Language Combination: ENGLISH into ITALIAN

A multi-skilled, reliable third year Translation student, with a proven ability to translate written documents from English into Italian, with knowledge and experience using *SDL Trados and memoQ*.

I am a quick learner with an aptitude for creative problem solving with great attention to detail. I am flexible in the ability to adapt to challenges when they arise, at the same time remaining aware of professional roles and boundaries.

EDUCATION

2017 – 2020

BA (HONS) TRANSLATION, LONDON METROPOLITAN UNIVERSITY

- Gained knowledge on the relationship between language and culture, with typical procedures of translation and theoretical grammar concepts.
- Learned how to critically evaluate online resources and carry out effective research.
- Developed an awareness and practical experience of the latest translation software's tools, such as **SDL Trados Studio 2017 and memoQ**.
- Worked on group projects, such as collaborative translations and oral presentations, gaining teamwork skills.
- Attended various talks by translation professionals organised by the University, where I developed a strong understanding of the industry.

2005 – 2010

MATURITÀ (A LEVEL), LICEO SCIENTIFICO, ISTITUTO DI ISTRUZIONE SUPERIORE "ZAPPA-FERMI", ITALY

- Studied and translated from Latin into Italian for five years, developing language skills while engaging with the practice of translation.
- Studied Italian for five years, acquiring deep knowledge of the Italian language alongside with its culture.

PROFESSIONAL EXPERIENCE

JULY 2019 - Present

TRANSLATION PROJECT COORDINATOR, CODEX GLOBAL, LONDON

- Worked on various translation projects in different fields of specialization.
- Worked with CAT tools and managed linguistic assets.
- Established working relationships with linguists, customers, DTP and engineering resources.
- Solved linguistic queries.
- Performed quality assurance and proofreading tasks, both on CAT Tools and XTM Cloud.

2017 - Present

SALES ASSISTANT, TRILOGY STORES, LONDON

- Improved team working skills while developing management skills when working across the different stores.
- Enhanced communication skills by maintaining friendly and professional customer interactions.

2015 - 2017

SALE ASSISTANT, SQUARE ONE LONDON (MULTI BRAND, LUXURY FASHION BOUTIQUE), LONDON

- Gathered knowledge of the English culture whilst working for a small family business in a Conservation Area - St John's Wood.

VOLUNTARY EXPERIENCE

JUNE – AUGUST 2008

TOUR GUIDE, "MUSEO DELL'EMIGRANTE" TARSOGNO, ITALY

- Provided information about historic facts, while gaining deeper knowledge on facts and aspects of the Italian culture.

INTERESTS

- Playing the flute since I was seven has throughout the years improved my presentation and team working skills.
- Being a member of various football teams has enhanced my team work skills.

REFERENCES

References available on request