

ALICE PRANDI BA BA MA

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Education

- 10.2019 – 10.2021 **MA Translation Studies – University of Innsbruck**
Specialisation: Specialised Translation (Law and Economics)
Languages: Italian (mother tongue), German, Spanish
- 10.2016 – 11.2019 **Double BA Translation Studies – University of Innsbruck**
Languages: Italian (mother tongue), German, English, Spanish
- 09.2014 – 06.2015 **Year abroad – Poole High School (UK)**
A-levels: Spanish, History, Philosophy und Ethics, Mathematics
- 09.2011 – 06.2016 **High School Diploma in Foreign Languages – Liceo Linguistico**
Rosmini, Rovereto (IT)

Work experience

- 11.2019 – today **Self-employed translator and proof-reader**
(EN/DE/ES-IT)
- Marketing (Website localization, e-shops, flyers, ...)
 - Technical translations (instruction manuals, mechanical engineering, vehicle manufacturing, ...)
 - Legal translations (contracts, inheritance law, ...)
 - Translation Technology and Machine Translation (Post-Editing, subtitling, ...)
- 11.2019 – today **Self-employed project manager**
Kern AG (Innsbruck and Vienna)
- Project management for translation projects
 - Correspondence with company and private clients
 - Proofreading (IT)

07.2019 – 09.2019

Internship as project manager

Kern AG (Nuremberg Office)

- Project management for translations
- Proofreading (IT)
- Translating (G/EN/ES - IT)
- Office duties

Occasionally

Interpreter for Expo Riva Schuh

New Hung Lee Shoes Ltd.

- Interpreting (IT-EN / EN - IT)
- Sales
- Customer service

03.2018 – 06.2019

Saleswoman

Primark Innsbruck

06.2017 – 08.2017

Transfer assistant for a travel agency

Italicaturismo spa (Arco, TN Italy)

Language skills

<i>Language</i>	<i>reading</i>	<i>listening</i>	<i>writing</i>	<i>speaking</i>
<i>Italian</i>	C2	C2	C2	C2
<i>German</i>	C1+	C1+	C1+	C1+
<i>English</i>	C1+	C1+	C1+	C1+
<i>Spanish</i>	C1	C1	C1	C1

Software skills

- Microsoft Office (Outlook, Team, Word, Excel, PowerPoint)
- SDL Trados Studio 2021 (for freelancer and companies)
- Accounting software (Plunet, KHK)
- Basics of HTML