

Marta Fabietti

ENGLISH>ITALIAN TRANSLATOR

+27 (0) 63 515 6691 – (+39) 340 516 1019 martafabietti.translator@gmail.com

SUMMARY

Detail-oriented translator with experience in legal-commercial, food and wine, cosmetics, and tourism fields. Fluent in Italian (native) and English

SKILLS

- Fluent in Italian and English
- Translating documents
- Cultural expertise
- Document review and rich vocabulary
- Strong communication skills
- Organization skills
- Attention to details
- Proficiency in all areas of Microsoft Office

EMPLOYMENT HISTORY

Freelance Translator EN>IT *July 2021 – Current*

- Legal and commercial translations (contracts, proxies, certificates, company documents, notary documents, etc.)
- Experience in the following areas: Food & Wine (experience in translating wine tech sheets), Cosmetics, Travel & Tourism (professional training at A.T.I. - *Associazione no profit di Traduttori e Interpreti*)
- Volunteer translator for Global Voices Community and PerMondo
- Use and knowledge of CAT Tools software (SDL Trados Studio Professional, Omega T)

Airport Customer Service Agent *May 2016 – June 2022*

Aviapartner Handling S.p.A., Rome Fiumicino International Airport - Italy

- Check-in, travel documents verification, boarding of flights and pre-flights editing duties
- Use and knowledge of GDS systems (Sabre, Amadeus) and other systems
- Provide consistent and positive customer service experience ensuring a premium image of the company

Airport Ticket Agent *October 2015 – May 2016*

Consulta S.p.A., Rome Fiumicino International Airport - Italy

- Ticket sales and payments, reservations changes, customer assistance in case of disruptions including cancellations, delays, overbooking
- Solving customer requests, questions and complaints

Cosmetic Consultant *September 2012 – May 2014*

Fantastika Bio, Rome - Italy

Part time, freelance position as sales consultant with specific training in cosmetics for an Italian cosmetic company

Duty Station Coordinator *October 2009 – September 2015*

Aviation Services S.p.A., Rome Fiumicino International Airport - Italy

- Airport Services Duty Officer, responsible for supervising the staff during all flights
- Coordinating the day-to-day operations and responsible to prepare shift basis report for the Airport Duty Manager
- Driving and maintaining Customer Service Standards

Front of House Receptionist *January 2009 – October 2009*

Renault Filiale di Roma S.p.A., Rome - Italy

- Answer a high volume of phone calls, book appointments, sorting mails and welcome clients
- Keep the receiving area tidy and clean and provide support to administration staff

Airport Customer Service Agent *May 2007 – October 2008***Flight Care Italia S.p.A., Rome Ciampino Airport - Italy**

- Check-in, travel documents verification, boarding of flights and pre-flights editing duties
- Use and knowledge of GDS systems (Sabre, Amadeus) and other systems
- Provide consistent and positive customer service experience ensuring a premium image of the company

Call Centre Operator *July 2005 – May 2007***Atesia S.p.A., Rome - Italy**

Outbound and inbound call centre operator (Telecom Italia S.p.A. and TIM - Telecom Italia Mobile)

EDUCATION - QUALIFICATIONS

Certificate of Professional Qualification in Legal and Commercial Translation (EN<>IT)

SSIT - Scuola Superiore per Interpreti e Traduttori Pescara *L'Aquila, Italy - July 2021*

Diploma as Translator (EN<>IT)

SSIT - Scuola Superiore per Interpreti e Traduttori Pescara *L'Aquila, Italy - November 2020*

Food & Wine Translation Training Course EN>IT

Oxford Centre Group *February 2023*

Course topics: cookbooks and recipes, menus, gastronomy, ingredients, wine and beer production

Tour Operator and Travel Agent Training Course with English Language

Talentform S.p.A. *October 2022*

Course topics: marketing and communication, promotion, quotations and sales, accommodation facilities, travel documents, booking and fares, national and international transport, use of the main GDSs, air booking methodology and rail ticketing, tourism sales techniques, terminology

Cosmetics Translation Training Course EN>IT

Oxford Centre Group *September 2022*

Course topics: basics of cosmetics, make-up and beauty, marketing and communication, terminology

Translate for life Training Course

Lionspeech Translation Agency *March 2022*

Course topics: terminology searches, CAT Tools, marketing strategies, invoicing, and accounting

Virtual Office Manager Training Course

assistentivirtuali.org *January 2020*

Course topics: USP creation, WordPress, SEO, Social Media Marketing, Project Management

Certificate of Graduation English Language CEFR Level C2

EF Education First *February 2017*

High school leaving qualification in scientific studies

Liceo Scientifico Ascanio Landi *Velletri, Italy - September 2003*

INTERNATIONAL EXPERIENCES

Over the last few years, I regularly travel to Cape Town in South Africa. I really believe this is an excellent opportunity to keep my English in good shape and build up practical experience as a translator

REFERENCES & CERTIFICATIONS

References and Certifications are available upon request