

PERSONAL INFORMATION



Name **GABRIELE CARETTI**
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Nationality **Italian**
Date of birth **ROME, OCTOBER 16TH 1977**

WORK EXPERIENCE

- Dates **May 2010 / UNTIL TODAY**
- Name and address of employer **One Planet USA (<https://one-planet.net/>) – Vendor for Sistemi Informativi S.p.A. (IBM company)**
- Type of business or sector **Translation and Interpretation**
- Occupation or position held **IBM's software and documentation online translator, and Translation and Documentation verification tester (TVT/DVT).**
- Main activities and responsibilities **Reads through to material in one language, ascertains understanding of the meaning and context of that material, and converts it into the Italian language, making sure to preserve the original meaning.
Performed work according to project schedules.
Delivered translation work before deadline.
Reviewed final works to spot and corrects in punctuation, grammar, and translation.
Translated multiple documents per day (around 3000 words).**

- Dates **October 2006 / December 2015**
- Name and address of employer **Open system group (OSG) Italy - Vendor for Sistemi Informativi S.p.A. (IBM company)**
- Type of business or sector **Translation**
- Occupation or position held **Project Manager of the Translation and Documentation Verification testers group in the IBM's Translation Center.
IBM's software and documentation online translator, and Translation and Documentation verification tester (TVT/DVT).**
- Main activities and responsibilities **Distribution and management of the workflow within the team ensuring to meet deadlines.
Monitoring the job's quality and draft the final report ensuring client satisfaction.
Monitoring and managing the linguistic quality of work done by each team member.
Planning and distribution of the work handled by the team, both short- and long-term.
Customer relationship management.**

- Dates **January 2005 / October 2006**
- Name and address of employer **Studio Commerciale Associato Liberatore**
- Type of business or sector **Financial services**
- Occupation or position held **Coordinator of the financial investments sector**
- Main activities and responsibilities **Creation of the customers portfolio and promotion of the financial services.**

- Dates **October 2003 / January 2005**
- Name and address of employer **FIRST Investment Management S.r.l.**
- Type of business or sector **Financial services**
- Occupation or position held **Financial advisor of financial services.**

- Dates **December 2001 / October 2003**
- Name and address of employer Studio Commerciale Associato Liberatore
 - Type of business or sector Financial services
 - Occupation or position held Assistant of the accounting sector

EDUCATION AND TRAINING

- Dates **2001 / 2002**
- Name and type of organization providing education and training The British Institute, Rome
- Principal subjects/occupational skills covered Advanced English course.

- Dates **1997 / 2001**
- Name and type of organization providing education and training University of "La Sapienza", Rome
- Principal subjects/occupational skills covered Taken 20 university exams for Economic and Administration business
Taken 10 exams for Modern Languages.

- Dates **1991 / 1996**
- Name and type of organization providing education and training "Talete" Scientific High School, Rome
- Principal subjects/occupational skills covered Graduated from the High School.

PERSONAL SKILLS AND COMPETENCES

LANGUAGES

ITALIAN (MOTHER TONGUE)
ENGLISH (ADVANCED)

SOCIAL SKILLS AND COMPETENCES

Ability to manage interpersonal relationships.
High curiosity and interest in constant learning.
Flexibility and adaptability inclined.
Ability to extract and analyze information.
Problem solving and quick learning.

ORGANIZATIONAL SKILLS AND COMPETENCES

Excellent organization skills to manage groups and related problems.
Able to work under pressure demonstrating multi-task capability and agility.
Strong attention to details. Excellent written and spoken communication skills.
Team-player who can also work independently.

TECHNICAL SKILLS AND COMPETENCES

Excellent knowledge in many IBM programs and translations tools.
Translations tools: OPEN TM, SDL Trados Studio.
Tools: Microsoft Office, Open office.
Graphic tools: CorelDraw, Adobe suite (Photoshop, Illustrator), Inkscape (used to translate contents in images related to info center or documentation).
A good knowledge of computer hardware.
Experience with Windows operating systems.

HOBBIES

Collaboration with Viaggi nel mondo S.r.l., an Italian tour operator and travel company, as tour leader for international group travels all around the world.
Designing tours taking care of any aspect including booking travel arrangements and accommodations, making deals directly with providers.
Photography lover.

DRIVING LICENCE(S)

Italian driving license, valid in EU, type A-B.