



TRANSLATION & PROOFREADING

NATALINA DELL'OLIO

Freelance translator, post-editor and proofreader from German and English into Italian, specialised in legal, technical and marketing fields

CONTACTS

Tel.: +39 347 6924035

Skype: live:delloliotranslation

E-mail: dellolio.trad@gmail.com

LinkedIn:

<https://www.linkedin.com/in/natalina-dell-olio-a48106121/>



WORKING EXPERIENCE

January 2014-today: *freelance translator, post-editor and proofreader* from German and English into Italian specialized in the legal, technical and marketing fields for several private clients and translation agencies.

May 2017- January 2019: *in-house proofreader* at Arkadia Translations S.r.l., a Milan-based translation agency serving the legal, financial and international communication sectors:

- Proofreading and QA of texts in the legal, financial and marketing field from German and English into Italian (and vice-versa) before the final delivery to the client.
- Creation, management and updating of term bases and translation memories through different translation platforms and CAT tools such as SLD Trados Studio 2017, Memsource and MemoQ.
- Coordination of translators' teams in case of big translation projects in support of project managers

(text analysis, term extraction, creation of term bases and provision of stylistic guidelines, formatting and layout).

August 2016- April 2017: *personal tutor* at Wall Street English, Milan offices:

- Reception and administrative tasks.
- Support and tutoring of students during their educational path.
- Customer-care and follow-up activities, monitoring of the qualitative and quantitative performance of the centre aimed at the maximization of the student satisfaction.

EDUCATION

2013-2015: Master's degree in Specialised Translation at the University of Bari "Aldo Moro" (languages of study: English and German).

2009-2013: Bachelor's degree in Foreign Languages and Literatures at the University of Bari (languages of work: German, Russian and English).



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EXPERIENCES ABROAD

March 2016-August 2016: *Business and credit support administrator* at Ford Credit Europe, Manchester:

- Customer support by phone and via e-mail in compliance with the Data protection legislation.
- Preparation, management and updating of customer records and reports on a daily and monthly basis.
- Translation of contracts and agreements and other corporate documents from English into Italian.

January 2015-February 2015: *Internship as librarian assistant* at the Landesbibliothek of the University of Bonn (Rheinische Friedrich-Wilhelms-Universität).

September 2014-February 2015: Six months *Erasmus* at the University of Bonn (Rheinische Friedrich-Wilhelms-Universität Bonn).

March 2013-September 2013: *Aupair* for a German family living in Fulda.

POSTGRADUATE TRAINING

April 2021: 5-months master in Medical and Pharmaceutical Translation organised by CTI Communication Trend Italia srl

March 2021: post-graduate course "Traduzione Giuridica dei Contratti e dei Documenti societari inglese - italiano" held at the Milan University "La Statale".

May 2020: online course "Technical translation" ("La traduzione tecnica") held by Dina Ostuni and organised by STL Formazione.

September 2018: training course "Legal translation from German into Italian"

("Laboratorio di traduzione giuridica dal tedesco all'italiano"), held in Pisa and organised by STL Formazione.

June 2018: online training course "Insolvency proceedings" ("Le procedure concorsuali"), organised by AGT Traduzioni.

April 2018: online training course "Financial contracts and agreements" ("Contrattualistica finanziaria"), organized by AGT Traduzioni.

February 2018: online training course "Civil proceedings" ("Gli atti processuali civili"), organised by AGT Traduzioni.

December 2017: training course "Post-editing and machine translation" ("Laboratorio post-editing per la traduzione automatica: istruzioni per l'uso") held in Bologna and organised by STL Formazione.

October 2017: training course held at Arkadia Translations "Translating financial statements" ("La traduzione dei bilanci").

October 2017: online training course "Contracts and corporate documents" ("Percorso di perfezionamento: Contrattualistica e Documenti Societari"), organised by AGT Traduzioni.

November 2017: online training course "Fundamentals of corporate law" ("Elementi di diritto societario (comparato)- 3 moduli") organised by STL Formazione.



TRANSLATION & PROOFREADING

LANGUAGES

Italian: mother tongue

English: IELTS, fluent, full professional proficiency

German: TELC, fluent, full professional proficiency

SPECIALISATIONS AND SERVICES PROVIDED

Translation, proofreading and post-editing in the following fields:

- **Technical:** technical data sheets, installation and repair manuals, assembly and configuration manuals, catalogues.
- **Legal:** contracts and agreements, corporate documents (minutes, by-laws and memorandum of association), certificates and records of the chamber of commerce, policies and corporate regulations.

- **Marketing:** product descriptions, e-commerce, brochures and marketing documents, press releases for the fashion, design and finance industries.
- **Economy and finance:** market research and analysis.

COMPUTER SKILLS AND CAT TOOLS

Microsoft Office:	advanced
Trados Studio 2017:	advanced
MemoQ:	advanced
Memsources:	advanced
Matecat, Smartcat:	intermediate
Operating system:	Microsoft Windows 10

HOBBIES

Reading, travelling

Sports: Pilates e volleyball

In compliance with the Italian legislative Decree no. 196 dated 30/06/2003 and article 13 of GDPR (EU Regulation 2016/679), I hereby authorise you to use and process my personal details contained in this document.