



## DEBORAH CORNWELL-KELLY

EDITOR & TRANSLATOR



### THIS IS ME

I am passionate about communications and bridging the gap between different languages, cultures and levels of knowledge. I first developed this interest when my son was diagnosed with special educational needs at school: to make school subjects accessible to him, I learned to use and teach mind-mapping, flow diagrams and visual aids.

I now use these same communication skills along with my plain language expertise to transform texts written by-lawyers-for-lawyers into communications geared to a specific reader or audience, in a way that is easy to read, easy to understand, and makes sense at first glance.

### MY SUPERPOWERS

- Communicator
- Upskiller facilitator
- Team builder
- Innovator and activator
- Lifelong learner

## EXPERIENCE

**TRANSLATOR, EDITOR & TRAINER | 2021 – to date**  
BonelliErede, Milan

**My major contribution has been as a translator and plain language editor for the whole range of internal and external communications and publications, from client emails to speaker's notes, memos and contracts to FDI notifications and stakeholder information.**

### Key achievements

- Evaluated, recommended and integrated an automatic translation tool for the department, including gathering information, holding calls with vendors, and submitting the proposal to management.
- Represented our department to other department heads during an engagement initiative, raising the department's visibility and building bridges with key internal clients.
- Managed two colleagues to craft a performance report to monitor progress and efficiency, and to drive continuous optimisation for management.
- Designed and delivered team training sessions on stress management, time management and productivity.
- Managed brainstorming sessions and used mind-mapping for the creation of an internal Teams channel to raise the department's visibility.

### In my day-to-day business, I...

- Translate and edit the whole range of the firm's English language material, including social media posts, internal and external communications, client correspondence, contracts, memos, speaker's notes and publications.
- Apply plain language techniques to frame and tailor texts according to content, audience and purpose.
- Specialise in tax, employment, and competition law.
- Manage translation requests to external agencies, including selecting vendors and negotiating fees and delivery.
- Conduct English language and profile assessments for candidates to the firm, with training to pick up verbal and non-verbal cues and assessing soft skills/raising potential red flags – more than 300 candidates interviewed over 2 years.
- Create regular content for the internal Teams channel to promote engagement and build rapport.

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## LANGUAGES

- English: Native
- Italian: Fluent
- French: Advanced

## EDUCATION

2003–2005 | Rome – Italy

B.A. in Political Science, major in  
International Relations

Università La Sapienza

## PROFESSIONAL UPSKILLING

Over the years I have constantly updated my industry knowledge and skills through online courses on legal writing, translation, conflict negotiation, accounting and project management.

## TRANSLATOR & REVIEWER | 2013 – 2021

Verto Group S.r.l., remote

Sole inhouse translator for Verto Group, handling all document types from finance and legal, through to marketing, transcreation and art.

- Acted as lead translator for 8 years for the agency's primary client (a top-level telecommunications company) translating and tailoring to an English-speaking audience the whole range of their advertising and consumer information materials, from price information to TV spots.
- Led translation teams for the agency's top finance and legal clients, coordinating freelance translators assigned to large projects, developing glossaries and style guides, and aligning terminology and guaranteeing final output quality.
- Managed client queries and complaints regarding translation quality and service levels.
- Crafted learning resources for upskilling new translators.
- Recruited and tested new team members and freelancers.
- Mastered MT and CAT tools, staying updated on industry developments.
- Represented the agency in meetings and presentations for prospective and current clients.

## MANAGING TRANSLATOR | 2011 – 2013

Gengo, remote

- Managed, motivated and developed a highly diverse team of six senior translators from as many geographical locations (ranging from Japan to Argentina, Italy and France).
- Ideated learning resources for upskilling new translators.
- Recruited and tested new team members and freelancers.
- Reported on monthly KPIs and quality assurance.

## FREELANCE TRANSLATOR | 2006 – 2021

Translator and linguistic consultant, remote

Solopreneur for tax, law, and accounting clients including Fiat, Enel, Citibank, the European Commission and ISTAT, managing all aspects of my own translation and consultancy business, offering services to a wide range of direct clients and agencies.

## INHOUSE TRANSLATOR | 2005 – 2006

KStudio Legale, KPMG, Milan

Financial and legal translations, focusing on financial statements, due diligence reports, transfer pricing and bankruptcy proceedings.