

CURRICULUM VITAE

BARBARA GASPARON



PERSONAL INFORMATION

Name	BARBARA LARA GASPARON
Offices	RIVA DEL GARDA (TRENTO) – ITALY // SCHIO (VICENZA) – ITALY
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Nationality	ITALIAN
Marital status	Single
Date of birth	24.01.1969

PROFESSIONAL EXPERIENCE

- Dates and type of employment **[1990-TO DATE] Full Time Freelance translator, Machine Translation Post-Editor, Proofreader, Copywriter since 1990**
EN/DE/FR/ES>IT IT/DE>EN
- Name and address of employer **ELLEPI PROGETTO SERVIZI**
3 Via Mazzini - SCHIO (VICENZA)
Owner [2004-2021] Co-owner [1992-2004] Full time employee [1990-1992]
- Sector **MULTI-LANGUAGE TRANSLATIONS AND COPYWRITING OF TECHNICAL, LEGAL, COMMERCIAL, FINANCIAL and ADVERTISING TYPE for LSP, COMPANIES, PRIVATE INDIVIDUALS AND PUBLIC BODIES.**

Fields of expertise:

Technical translations: user and maintenance manuals; instruction manuals, quality control reports, installation processes, technical catalogues, technical specifications, technical data sheets, technical-legal documents, mechanical engineering, chemistry, physics, electrical engineering, agriculture, household appliances;

Legal and notarized translations: contracts, deeds, transfers of property, patents, adoption documents, criminal records, apostilles, wills, notarial deeds, official documents (birth certificates, marriage certificates, custody and divorce documents, passports, driving licenses, identity cards, death certificates, citizenship certificates, diplomas, school certificates, medical certificates, tax returns, chamber of commerce certificates, self-certifications);

Automotive sector translations: technical documentation, user guides, promotional brochures, vehicle registration documents;

Medical-scientific translations: medical reports, medical certificates, legal medical reports, pharmaceutical texts, medicinal data sheets, leaflets, guides for hospitals;

Economic-financial translations: financial statements, company estimates, statistical reports, financial analyses, appraisals, various professional documents, company profiles, business plans, schedules, catalogues, press releases, surveys, market researches, warranty requests, financial reports, asset assessments;

Information Technology translations: software and hardware guides, user and maintenance manuals;

Telecommunications sector translations: software applications, user manuals;

E-commerce sector translations: CRM systems, websites;

GDO sector translations, tourism-hotel industry, gardening, botanics, interior design, cosmetics, jewellery, leather goods, fashion, textile, cuisine, musical instruments, wine-making...

Tourism-Historical-Architectural sector translations: translation of tour brochures with descriptions of museums and historical, architectural-scenic notes.

Functions:

- Selection, management and coordination of the in-house and external translator teams;
- Procurement, definition and assessment of work orders;
- Management and development of projects through adequate outsourcing with the aim of optimising costs, time and quality of the final work, also through the selection and use of dedicated software for each individual task;
- Management and revision of outsourced translations;
- Management of emerging issues associated with complex projects, suppliers, software, post-translation QA checks, timing;
- Updating of project charts, invoicing, payments, clients and suppliers prime entry register, bank and cash prime entry register, fulfilment of tax obligations.

- Dates
- Name and address of employer
- Type of company or sector
 - Type of employment
 - Main duties and responsibilities

[1988-1990]

@Productions

LOS ANGELES - USA

RECORD COMPANY

SECRETARY AND PR CONSULTANT

Switchboard operator and correspondence manager, public relations with international musicians, bookings and logistics.

EDUCATION AND TRAINING

- Dates **[1988-1990]**
- Name and type of schooling or training institution University-level Institute - Wall Street Institute for Translators and Interpreters - Mother tongue translator into ITALIAN from:
 - Main subjects / professional expertise object of study ENGLISH, GERMAN, FRENCH, SPANISH – Methodologies applied to translation – Simultaneous in-cabin interpretation, consecutive interpretation, chuchotage
- Dates **[1982-1987]**
- Name and type of schooling or training institution Giacomo Zanella Government Linguistic High School - Schio – Vicenza
 - Main subjects / professional expertise object of study ENGLISH, GERMAN, FRENCH
 - Qualification attained High School language certification Diploma

LANGUAGE COMBINATIONS

EN/DE/FR/ES>IT IT/DE>EN

PERSONAL, RELATIONAL AND ORGANISATIONAL EXPERTISE AND KNOW-HOW

Precision and reliability. Flexibility and promptness in managing assignments, projects and their critical aspects, client-focussed attention, observance of deadlines, objectives and commitments taken on, esprit de corps.

EXPERTISE, TECHNICAL KNOW-HOW, SOFTWARE

Excellent knowledge of Office Suite (Word, Excel, Power Point), Outlook, Internet.
CAT TOOL: SDL TRADOS STUDIO 2021 Professional

COURSES AND FURTHER STUDIES

TRADOS Webinar JUNE 2021
TRADOS online Tutorial 2021
Course in commercial and technical Portuguese – Schio 2019
Spanish course – Schio 2018
SDL TRADOS STUDIO 2017 Part 1, Part 2 – University of Forli, February 2018
Marketing seminar for translation agencies - Verona 2011
“Legal English Seminar: Translating International Contracts” - Trento 2009
Legal English Course for Translators, Milan 2009
Company management course to attain the Quality Certification for Ellepi Studio Traduzioni Snc according to the UNI EN ISO 9001-2000 standard, Vicenza 1996

INTERESTS AND ARTISTIC/SPORTING SKILLS

Hobbies: poetry, psychology, interior decorating, gardening, hand-work in general, live concerts, soul jazz & pop, alternative and exotic cuisine, wellness.
Sports: basketball, trekking, water sports, yoga.

DRIVING LICENCE

B, own car

I hereby authorise the processing of my personal data in compliance with Leg. Dec. 196, dated June 30th, 2003.

CV updated as at November 1st, 2023.

Signature

