

MARY MANNING

SUMMARY OF QUALIFICATIONS

Results-oriented professional with more than 10 years of translation experience. Transformed my background in business and management consultancy, coupled with my Italian language skills, into a successful freelance career in project management and translation. Excellent communication and problem-solving skills, with careful attention to detail. Fluent in English and Italian and elementary proficiency in German.

PROFESSIONAL EXPERIENCE

SELF-EMPLOYED TRANSLATOR AND CONSULTANT, 2003 – PRESENT, ITALY AND GERMANY

- Provide high-quality translations from Italian to English for a variety of business documents across industries such as banking, manufacturing, automotive, chemical, pharmaceutical, utilities, telecommunications, technology and services, including:
 - Financial statements, annual and interim reports;
 - Press releases and announcements;
 - Web site content;
 - Transfer pricing documentation;
 - User guides and manuals;
 - Corporate governance, compliance and audit documents
 - Software localisation
- Provided translation services to Italian start-ups companies developing tourism and cultural websites and applications;
- Developed and delivered a 1-day training course entitled “Conducting Economic and Financial Research on the Internet and Reviewing Financial Statements and Annual Reports” for the Monza, Italy chapter of ODCEC – Italian Organisation of Certified and Chartered Accountants;
- Supported small, local companies in developing web sites and enhancing business processes. Provided training on Microsoft Office software and other technologies;

SENIOR MANAGER, CAP GEMINI ERNST & YOUNG CONSULTING, 1995-2002, U.S. AND EUROPE

- European Project Manager for a team of 15 individuals implementing a new order management system in a large telecommunications company. Responsible for the team that designed, developed and implemented a solution to provide consistent, transparent information flows. Supervised the enhancement, testing and training of the Oracle manufacturing, financials, and project accounting modules; Coordinated with the U.S. team to ensure consistency and streamline development phases;
- European Service Line Leader for a new management tool for Consumer Products & Retail clients that would identify new and changing consumer needs and select the appropriate market positioning. Responsible for sales and development of this product to all European customer accounts, working with the responsible account managers to create client proposals and presentations.
- Team leader for a project combining outsourcing to a Shared Service Centre with an Oracle Financial implementation for a large automotive supplier, working in both the U.S. and

European on-site teams. Managed software development, data conversion and testing schedules. Designed and delivered training to client employees on the new processes. Ensured process compliance with regulatory requirements.

SENIOR FINANCIAL ANALYST, BANK ONE, 1994-1995, COLUMBUS, OHIO

FINANCIAL ANALYST, FORD MOTOR COMPANY, 1990-1994, DETROIT, MICHIGAN

EDUCATION

MASTERS OF BUSINESS ADMINISTRATION (MBA), CARNEGIE MELLON UNIVERSITY, 1990, PITTSBURGH, PENNSYLVANIA, U.S.A.

BACHELOR OF SCIENCE IN INDUSTRIAL ADMINISTRATION, CARNEGIE MELLON UNIVERSITY, 1988, PITTSBURGH, PENNSYLVANIA, U.S.A.

TECHNICAL SKILLS

Proficient in MEMOQ and Trados CAT tools, as well as Microsoft Windows and Office suite

REFERENCES AVAILABLE UPON REQUEST