

PERSONAL INFORMATION

SURNAME(s), First name(s)	LUPOLI, Manuela
Address(es)	Viale dei Lecci 15, 74015 Martin Franca – Taranto - Italy
Nationality	IT
Date of birth	15/03/1984
Gender	Female

OCCUPATIONAL FIELD

Freelance translator and reviser

WORK EXPERIENCE

Add separate entries for each relevant post occupied, starting from the most recent.

Dates (from – to)	March 2005 – Present
Occupation or position held	Freelance Translator, Proofreader, Editor
Main activities and responsibilities	<ul style="list-style-type: none"> • Translation of documents/letters from English, French and German into Italian. • Review and proofreading of texts translated into Italian. • Research for legal & technical terminology to ensure the correct translation. • Liaising with clients to discuss any unclear points. • Providing guidance & feedback.
Name and address of employer	<ul style="list-style-type: none"> - Law firm Avv. Pulito, via D'Enghien 14/C Martina Franca (TA) ITALY - Translation agency Mastervoice nv, Frank Van Dyckelaan 9 9140 Temse Belgium - Translation agency E- Word Bt. 1028, Budapest Vizeses st. 10 Hungary - Translation agency Link Translation - Language Solutions Al. Santos 333/104, São Paulo Brazil - Translation agency of Mr Sander Wiener, 677, Joho, A. Muang, Nakhon Ratchasima 30310, Thailand - Translation agency LinguistHouse Translation & Linguistic Services - Hamdan Street - Abu Dhabi - Translation agency of tolingo GmbH, Stahlwiete 16, 22761 Hamburg - Translation agency of Globalchange of Mrs. Julia Anderson, Minsk, Belarus - Translation agency Translatemedia, 4th Floor, 292 Vauxhall Bridge Road, London, SW1V 1AE - Translation agency AMPLEXOR, Rue de Luxembourg 55 8077 Bertrange Luxembourg - Translation agency Orbis Sprachdienste, Hindenburgstraße 337 D-41061 Mönchengladbach - Translation agency TransEurope Translation Services, Atasehir-Istanbul-Turkey - Translation agency You can Bridge, Via Capitano di Castri, 25, 72021 Francavilla Fontana BR (Italy) - Translation agency of Mrs. Sabrina Armenise, Via Andria, 96, Trani (BT) - Translation agency Andovar Pte Ltd, 10 Anson Road #12-14, International Plaza, Singapor - Consultant and Project Manager for Apulia Region, Mrs. Serena Mingolla, Project Manager - Translation Agency Jouve, 11, Bd de Sébastopol, CS 70004 - 75036 Paris Cedex 01, revision of EU documents - Translation Agency AWS, 50, boulevard Georges Clemenceau 92400 Courbevoie - France
Type of business or sector	Translation and Revision for the following working fields: Business management, Engineering, Tools/Machinery/Manuals, Food/Cooking, History, Literature, Law/Certificates/Real Estate, Marketing, Tourism, Websites

Dates (from – to)	October 2008 – January 2013
Occupation or position held	In-house Translator, Proofreader and Interpreter
Main activities and responsibilities	<ul style="list-style-type: none"> • Translation of documents/letters from English, French and German into Italian. • Review and proofreading of texts translated into Italian. • Research for legal & technical terminology to ensure the correct translation. • Liaising with clients to discuss any unclear points. • Providing guidance & feedback.
Name and address of employer	<ul style="list-style-type: none"> - E-Tecno srl, International engineering company, Corso Umberto I, 86, Brindisi (Italy) - European Parliament (Translation trainee), Tower B, European Parliament, L-2929 Luxembourg - International Law firm De Tullio, Corso Italia, 22, Martina Franca (Italy)

Type of business or sector	Translation for Engineering, Legal and International sectors
Dates (from – to)	September 2006 – present
Occupation or position held	Freelance Translator, Proofreader and Interpreter for Public Offices
Main activities and responsibilities	<ul style="list-style-type: none"> • Translation of documents/letters from English, French and German into Italian. • Review and proofreading of texts translated into Italian. • Research for legal & technical terminology to ensure the correct translation. • Liaising with clients to discuss any unclear points. • Providing guidance & feedback.
Name and address of employer	- Notary Public Francesco Valente, Corso Italia, 20, Martina Franca, Italy - Municipality of Mesagne, translator and proofreader for the European Project Tur.Grate 2 – Adriatic IPA - Court of Brindisi, enrolment no. 2719 - Tourist and Cultural Association Pro Loco Mesagne, Piazza Orsini del Balzo, 1, Mesagne (Italy)
Type of business or sector	Translation for Tourist, Legal and Cultural sectors

EDUCATION AND TRAINING

Add separate entries for each relevant course you have completed, starting from the most recent.

Dates	10/01/2013 - 09/09/2013
Title of qualification awarded & date	PROFESSIONAL UNIVERSITY QUALIFICATION TO TEACH ENGLISH LANGUAGE AND LITERATURE IN ITALIAN HIGH SCHOOLS
Principal subjects / occupational skills covered	Tirocinio Formativo Attivo (TFA) “ABILITAZIONE ALL’INSEGNAMENTO DELLA LINGUA e LETTERATURA INGLESE” – (classe A346), partnered by the Italian Ministry of Education. 9 examinations held + traineeship of 475 hours by the High School Liceo Scientifico E. Ferdinando. Final dissertation and examination with mark 91/100.
Name and type of organisation providing education and training + locality or country	Università del Salento, Facoltà di Lingue e Letterature Straniere, Viale Gallipoli, LECCE
Level in national or international classification	Post graduate degree and professional qualification
Dates	01/02/2008 - 30/04/2008
Title of qualification awarded & date	PROFESSIONAL TRAINING COURSE TO WORK AS TOURIST GUIDE (including site visit to ALBANIA)
Principal subjects / occupational skills covered	Local history and culture, environmental policies and education, strategies to improve social relations, empathy and communication skills to better disclose local heritage to incoming tourists.
Name and type of organisation providing education and training + locality or country	Isfores (Istituto Superiore Formazione Ricerca e Studi Azienda Speciale della Camera di Commercio di Brindisi)- Via Bastioni Carlo V, 6, 72100 Brindisi (Italia)
Level in national or international classification	European Project INTERREG III A Partnership Italia – Albania
Dates	01/02/2008 - 30/04/2008
Title of qualification awarded & date	POST GRADUATE DEGREE IN TRANSLATION OF ENGLISH FOR SPECIAL PURPOSES
Principal subjects / occupational skills covered	Theory and Practice in Translation: English for Special Purposes.
Name and type of organisation providing education and training + locality or country	Università degli Studi di Bari, Facoltà di Lingue e Letterature Straniere via Garruba 6, Bari (Italia)
Level in national or international classification	Post graduate degree

Dates Title of qualification awarded & date Principal subjects / occupational skills covered Name and type of organisation providing education and training + locality or country	01/09/2007 - 30/09/2007 CERTIFICATE of ATTENDANCE - UNIVERSITÄT FREIBURG Certificate of attendance for the German Language Course Scholarship awarded by MAE-DAAD Albert – Ludwig – Universität Freiburg Universitätsstraße 5, Freiburg im Breisgau (D)
Dates Title of qualification awarded & date Principal subjects / occupational skills covered Name and type of organisation providing education and training + locality or country Level in national or international classification	07/11/2005 - 17/07/2007 MASTER'S DEGREE IN FOREIGN MODERN LANGUAGES FOR INTERNATIONAL COMMUNICATION English, German, Linguistics, Pragmatics, Law, History Final mark 110/110 with honors Università degli Studi di Lecce – Facoltà di Lingue e Letterature Straniere Viale Gallipoli, LECCE MASTER'S DEGREE
Dates Title of qualification awarded & date Principal subjects / occupational skills covered Name and type of organisation providing education and training + locality or country	01/08/2005 - 30/08/2005 CERTIFICATE of ATTENDANCE - UNIVERSITÄT GÖTTINGEN Certificate of attendance for the German Language Course Georg-August Universität Kate Hamburger Weg 6, Göttingen (D)
Dates Title of qualification awarded & date Principal subjects / occupational skills covered Name and type of organisation providing education and training + locality or country Level in national or international classification	01/09/2002 - 07/11/2005 BACHELOR'S DEGREE IN INTERCULTURAL COMMUNICATION English, German, Linguistics, Pragmatics, Law, History Final mark 110/110 Università degli Studi di Lecce – Facoltà di Lingue e Letterature Straniere Viale Gallipoli, LECCE BACHELOR'S DEGREE

PERSONAL SKILLS AND COMPETENCES

Mother tongue(s)	Italian				
Other language(s)					
English	UNDERSTANDING		SPEAKING		WRITING
French	Listening	Reading	Spoken interaction	Spoken production	
German	C2	C2	C1	C1	C1
	C1	C2	C1	C1	C1
	B2	B2	B2	B2	B2
Replace with name of language certificate. Enter European level(*) if known.					

Levels: A1/2: Basic user - B1/2: Independent user - C1/2 Proficient user
 (*) Common European Framework of Reference for Languages

Computer skills and competences	I am able to use different software belonging to Office package, in particular Excel, Word, Power Point, Outlook, as well as specific software useful for my daily activities. I have been awarded with a certificate for my PC competences.
CAT knowledge	Good knowledge of SDL Trados Studio 2011 Freelance Plus, learnt during specific seminars included in the Post graduate course for Translation of English for special purposes.
Other skills and competences	<p>Organizational skills: I am able to independently organize my work, scheduling priorities and taking responsibility. This has been acquired through different professional experiences listed above in which I have always been required to manage my activities according to the deadlines and objectives. I am able to work in stressful situations acquired by managing relations with the public / customers in the different work experiences, as well as to handle sensitive cases</p> <p>Communication skills: I am able to communicate clearly and accurately, responding to specific requests of the client and / or user of reference thanks to the professional activities I have carried out and involving public relations. I can relate with people of different nationality and culture thanks to the experience abroad</p>

ADDITIONAL INFORMATION

Publications:

- Brochure of Mesagne (available upon request) 2013
- Cyclo Tur.Grate2: Cycling green paths – the story of a travel (available upon request) 2013
- Tourist information panels with the descriptions of the main monuments in Mesagne – Panels installed close to the respective monuments 2012
- Brochure of Mesagne (available upon request) 2006
- <http://www.dirittiuomo.it/sites/default/files/ZUNICter.pdf>

Certificates and Training:

- FIRST CERTIFICATE OF ENGLISH (March 2002), issued by Cambridge University in Lecce
- DELF - DIPLOME EN LANGUE FRANCAISE - (Nov 2004), issued by Alliance Française in Lecce
- ECDL: European Computer Driving Licence, issued by Lab2000 in Ostuni (September 2005)
- Boosting your productivity: tips and tools for translators
- European Translators: Adapt Your Marketing Materials to Target US-based Clients
- Corso sulla traduzione legale
- Effective Communication (self-paced learning activities)
- Managing difficult conversation (self-paced learning activities)
- Information security awareness (self-paced learning activities)
- Skills for Administrative Assistant (training course in presence – Certificate of completion)
- "Inside the Blue" (Certificate of participation to the workshop for preventing conflict in the workplace)
- Effective writing skills & report writing training (Certificate of attendance)
- Integrating Newly Arrived Migrant Students in Schools (Certificate of completion - Teacher Academy)
- Raising Awareness about the Situation of Newly Arrived Migrants (Certificate of completion - Teacher Academy)
- Competences for 21st Century Schools (Certificate of completion - Teacher Academy)
- Cultural Diversity in Your Classroom (Certificate of completion - Teacher Academy)

Conference participation:

- ProZ.com 2011 site guidance virtual event - "Small changes, big results"
- ProZ.com 2011 Recruitment day event - "Small changes, big results"
- ProZ.com 2011 freelance translator virtual conference - "Small changes, big results"
- Conférence Virtuelle Française ProZ.com
- Advanced translator skills virtual event
- ProZ.com day - The professional ProZian
- Recruitment day
- 2013 freelance translator virtual conference

