

CURRICULUM VITAE

CONTACT INFORMATION

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EDUCATION AND DEGREES

_ Post-graduate specialization course in **Software & Website Localization** awarded by the "Tuttoeuropa" training centre, Turin (Italy) on July 2005

_ Degree in **Translation and Interpreting** awarded by the University of Lecce (Italy) on November 2004

_ **First Certificate in English**, grade A, awarded by the University of Cambridge (UK) on February 2004.

_ The **Japanese Language Proficiency**, 3rd level, awarded by the Japan Foundation - Association of International Education (Japan), on March 2004

_ Certificate of **Japanese-Language Program** for University Student Groups awarded by the Japan Foundation Japanese Language Institute, Osaka (Japan) on March 2004

_ Certificate of proficiency in **Starting a business in the area of cultural tourism** awarded by the IAL Puglia training centre, Lecce (Italy) on November 2003

_ High school diploma in **Pedagogy, Psychology, Sociology** awarded by the Istituto Polivalente Statale "Don Quirico Punzi", Cisternino (Italy) on July 2001

ADDITIONAL TRAINING

_ Alchemy Webinar on "PUBLISHER 2.0, an advanced TM for documentation", presented by Aidan Collins (Senior Localization Manager at Nortel Networks) - October 15, 2008;

_ AITI 2008 International Conference "The profession of translator and interpreter: ethics, quality and life-long learning" - June 6-7, 2008;

_ SDL Webinar on "Terminology and terminography knowledge and skills", presented by Professor Franco Bertaccini (Director of the Terminology Laboratory at Forli's University, Italy) - December 10, 2007;

_ SDL Webinar on "CCM Methodology and Terminology Management", presented by Tracey Byrne - February 21, 2007;

_ SDL Webinar on "Terminology Extraction - the first step to efficient terminology management" - January 24, 2007.

WORK EXPERIENCE

From January 2006 to September 2007

Part-time position as **Foreign Office Assistant** at a local leather handbags manufacturing company, dealing with English>Italian>English translation of business correspondence, e-mails, newsletters, advertising and marketing campaigns.

From May 2005 to date

English>Italian and Japanese>Italian **freelance translator/localizer** for translation agencies, companies and independent clients.

From May to June 2005

Trainee **technical translator/localizer** for Eureco online srl - Via Castellamonte 1 - Turin - Italy (Technical translation, proofreading and localization tasks using the CAT Trados, the software Search&Replace as well as technical glossaries and dictionaries).

From August to September 2003

Internship as **receptionist** for the Four-star Hotel Astoria srl - Viale Bari, 11 - Alberobello (Ba) - Italy (Relations with national and international tour operators and travel agents, secretarial duties such as answering phones, filing, greeting clients, handling mail; Translation of brochures).

From June to October 1999

Showroom secretary for the furniture manufacturer Conte G. Falegnameria - C.da Spiano, 228 - Locorotondo (Ba) -Italy (Customer service, Secretarial duties such as answering phones, filing, greeting clients, paperwork).

SERVICES AVAILABLE

Translation (English>Italian and Japanese>Italian)

Bilingual proofreading (English>Italian)
Stylistic proofreading (Italian)

EXPERTISE FIELDS

Software and Website Localization, IT, Consumer Products, Press printing and Digital printing, Photography, User's manuals, Patents, Tech, Occupational Health and Safety, Wine/Oenology, Bible, Business and Marketing, Tourism and Travel, Education and Training, Language teaching and learning, General.

HARDWARE AND SOFTWARE

Asus L3000 Notebook, HD 40 GB, 24h DSL Internet connection, Canon InkJet Printer.
SDL Trados 2007 (inclusive of SDLX); Resource Hacker, Catscradle 2.9 (localization software); Search&Replace (glossary browser); MS Office 2000: Word, Excel, PowerPoint, Access, Publisher; Adobe Acrobat Reader 7.0 and Adobe Reader 5.0; Macromedia Dreamweaver Mx 2004, PhotoShop 7.0; IME, NJ Star 5.0 Japanese WP (Japanese Word Processor).

PAYMENT METHODS ACCEPTED

Bank transfer or Paypal

RECENT JOB EXPERIENCE

LOCALIZATION – TECH – MANUALS – PATENTS – MARKETING

- _ Italian localization of Software, Software & Online Help, Software Documentation and User's Guides (Pipettor equipment; Data synchronization; USB and HD drives; Bible content; Language learning; Digital printing and Color management; Preprinting, Proofing and Press printing; Printing workflow management; Health professionals' training);
- _ Italian localization of Web Contents (Multimedia products, Hurricane Katrina, Bible and religion, Language Exchange and Learning, E-fax Software Products, Photography Products and Services; Printing Products and Services; Skiing and ski sports);
- _ Patent translations and editing (Mechanics and Electrical Engineering; Papermaking Industry; Clothing Industry; IT & Telecommunications);
- _ Italian translation of a resume (Civil Engineering);
- _ Italian translation of operator's manuals (Papermaking Industry; Hospital bed; Laser engraving system; Sputtering system; Surveillance camera; Wheel Loader);
- _ Italian translation of Marketing/Communication texts (Stationery industry; Printing; Internal/external storage drives; Hardware; Real Estate; Vending-machine cold drinks; Cosmetics; Photography products; Multimedia products; Intrusion and access systems; Automotive);
- _ Italian translation of technical sheets (Networking and Electrical products; Test procedure for flammability; Food safety);
- _ Italian translation of corporate documentation (Guidelines for occupational health and safety in construction building; Reward and talent management; Performance management; Competences, role models and key behaviours);
- _ Italian translation of private and business correspondence (after-meeting report letter relating to plastics engineering; mail exchange among bank employees).

NEWSLETTERS – ARTICLES – PRESS RELEASES

- _ English>Italian translation of articles for the Cystic Fibrosis Worldwide newsletter (see http://www.cfww.org/pub/edition_6/italian/cfw_08.asp; http://www.cfww.org/pub/edition_6/italian/cfw_09.asp; http://www.cfww.org/pub/edition_10/italian/01_mailbag.asp; http://www.cfww.org/pub/edition_10/italian/08_kidney.asp and http://www.cfww.org/pub/edition_10/italian/12_ipgcf.asp);
- _ English>Italian translation of newsletters and press releases for the PEF (Pentecostal European Fellowship);
- _ English>Italian translation of articles for the Canadian bilingual publication *Evangel Voice/Voce Evangelica*.

BOOKS

- _ English>Italian co-translation of portions of the *Treasury of David* commentary on Psalms by Charles H. Spurgeon for the Canadian publisher Hilkia (published on May 2007; please see: <http://www.hilkia.com/novita.html#davide>);
- _ English>Italian co-translation of the book *The Bible has the answer* by H.M. Morris for the Canadian publisher Hilkia (published on June 2006; please see: <http://www.hilkia.com/novita.html#risposta>);
- _ Bilingual proofreading of the English-Italian biography *A Lifetime In The Master's Service* by Alberico DeVito for the Canadian publisher CAOG, Canadian Assemblies of God (published on 2005).

TOURISM

Spring 2008

Translation of a presentation catalogue for a luxury hotel chain (France and Europe)

January 2008

_ English>Italian translation of Website strings for a major Travel/Tourism e-service provider

_ Editing of a museum leaflet

November 2007

Translation of a small text piece relating to tourism in the Society Islands (French Polynesia).

January – November 2004

Study on wine tourism across Italian, English and Japanese cultures resulting in a University graduation thesis titled *Wine tools and wine places: a terminological study from the grape to the bottle*, containing an Italian-English-Japanese glossary of wine tools and wine places.

December 2003- January 2004

Italian>English translation workshop aimed at translating the booklet *Piacere DiVino (DiWine Pleasure)*, published by Lecce's branch of the Chamber of Commerce. Translated the section *Bere il vino ... nell'antichità / Drinking wine ... in ancient times*.

November 2003

Vocational training for *Starting a business in the area of cultural tourism* with Certificate of proficiency awarded by the IAL Puglia training centre, Lecce (Italy).

August – September 2003

Trainee receptionist for a 4-star Hotel in Alberobello (Italy), in charge of dealing with national and international tour operators and travel agents, answering phones, filing, greeting clients, handling e-mails and translating tourist brochures.

ADDITIONAL INFO

A passionate reader of tourist guidebooks, I have occasionally worked as Tour Guide for English or Japanese guests in my own town or the surroundings.

REFERENCES

Available upon request

SOCIAL SKILLS AND COMPETENCES

- Good interpersonal and social skills acquired by working as secretary and receptionist, ability to work in a multicultural environment acquired through a one-month traineeship in an international language school in Japan (The Japan Foundation Japanese Language Institute, Kansai).

ORGANISATIONAL SKILLS AND COMPETENCES

- Sense of organisation developed by performing general office duties.

TECHNICAL SKILLS AND COMPETENCES

- PC skills; knowledge of MS Office (Word, PowerPoint, Excel, Publisher), MS Works, Adobe Acrobat Reader 7.0, Adobe Reader 5.0, Macromedia Dreamweaver MX 2004, PhotoShop 7.0, Internet Explorer;
- Good knowledge of Japanese word processors (I.M.E., NJ Star 5.0 Japanese WP);
- Good knowledge of CAT tools (SDL Trados, Trados 6.5, SDLX, Déjà Vu X) and localization software (Resource Hacker, Pebbles, Catscradle); Search&Replace, MSG Browser.

I hereby authorise for my personal data to be processed, pursuant to Italian Legislative Decree No. 196 of 30 June 2003, art.13.

Angelica Perrini