

Luisa Belli
Via Alberto Rossi, 5
42034 CASINA (RE)
ITALY

Casina, 9th September 2016

Object: Freelance translator EN/DE/FR > IT

Dear sirs,

As you can see from my curriculum vitae, I graduated in foreign languages - English, German, French - in December 1997 (summa cum laude).

After finishing University, I have had several job experiences, especially as a teacher. In fact, I had been teaching at the Italian Secondary Lower School (pupils from 11 to 14 years old) from 1998 until 2011. Since 2011 I have been teaching part time at the Italian Secondary Upper School (pupils from 14 to 19 years old).

Moreover, at the end of the year 2000, I started working as a translator on a regular basis through the Internet. So far I have been working for several translation agencies, you can find the most important ones below (I have omitted the agencies' names to protect their privacy):

- Belgian agency. Regular collaboration since January 2007. More than 4,000,000 words translated and proofread. User manuals and marketing texts (faxes, printers, copiers, binders, MPs, multi channel receivers, home theatre systems, car stereos, navigation systems, TVs, DVD players...).
- Danish agency. Regular collaboration since November 2010 (mainly marketing texts, but also IT, fashion, tourism and more than 100,000 words about online payment and banking services).
- French agency. Regular collaboration since October 2009. I have translated marketing texts regarding beauty treatments and labels, business cards and other articles for offices, digital press user's manuals, consumer electronics.
- British agency. Regular collaboration since 2014. Market researches.

- German agency. Regular collaboration since 2014. Marketing texts, menus, mobile phones and other consumer electronics items, fashion, make up products.
- French agency. Regular collaboration since 2014. Marketing texts, press releases, food, fashion, make up products, tourism.
- German agency. Regular collaboration since 2015. Marketing texts
- Agency of Luxembourg. Regular collaboration since August 2006. Financial texts, investment fund reports (translation and proofreading).
- Agency of Luxembourg. Collaboration since summer 2016.
- British agency. Regular collaboration started in December 2008. Marketing texts (consumer electronics), market researches, online auctions.
- Belgian agency. Collaboration from March 2001 until 2009. So far I have translated, revised and proofread texts concerning several fields (staff training, tourism); moreover I have worked on a few big projects:
 1. 2001-2003; 10,000-12,000 words per month; translation concerning investment fund reports
 2. 2005-2006; about 30,000 words; translations of a DVD player user guide and other related texts
 3. 2005-2007; more than 100,000 words; translations of marketing texts concerning the development of sales strategies in the IT sector
 4. 2007-2013: more than 250,000 words; translation of texts regarding staff training about anti-competitive issues and Codes of Conduct
- Dutch agency. Collaboration since August 2006. Manuals and marketing texts concerning agriculture and agricultural machines.
- Dutch agency. Regular collaboration from November 2000 until the end of 2009. I translated, revised and proofread texts concerning several fields (marketing, tourism, finance, legal documents and contracts, trucks and truck assistance, education, business letters and technical texts); moreover I translated several articles for a specialised magazine dedicated to cars and for a corporate magazine (consumer electronics); finally from 2003 to 2005 I worked on a big project (more than 100,000 words) about school and education.

- US agency. Collaboration from February 2008 until the end of 2010. Marketing texts regarding the medical field and financial texts.
- French-Belgian agency. Collaboration from September 2003 until December 2009. Marketing and technical texts (IT, consumer electronics).
- Swiss agency. Regular collaboration from November 2006 until May 2010. Marketing texts (food, consumer products, supermarkets, cars) and furniture catalogues (more than 150,000 words translated).
- British agency. Collaboration from October 2005 to June 2008 (when the agency went bankrupt). Financial and marketing texts.
- Italian agency. Collaboration from October 2005 to January 2007. Marketing texts and magazine articles (yoga).
- Agency of Luxembourg. Collaboration from June 2005 to March 2007. EU affairs (about 250 pages).
- Belgian agency. Collaboration from June 2004 to June 2005. Environment, health and safety (about 40,000 words).

I have also worked for other agencies and private clients, but not on a regular basis (see my CV for further information).

Through these agencies I have worked for several important customers such as:

- Infor Denmark (marketing texts)
- Pandora jewellery (catalogues, marketing)
- Wirecard AG (manuals, marketing texts, online payment systems)
- paysafecard (online payment system)
- Skrill Limited (online payment system)
- Ricoh (manuals, marketing texts)
- Sony (manuals, marketing texts)
- Canon (manuals)
- Lenovo (manuals)
- Yamaha (manuals)
- Fuji Xerox (manuals)

- Huawei (marketing texts)
- Buyerslab (reports)
- Oki-Toshiba (manuals)
- Hewlett-Packard (manuals, marketing texts)
- Alpine Electronics (manuals)
- SAP (marketing texts)
- Interactive Dialogues (staff training)
- Ukash (online payment system)
- H&M (marketing texts)
- Staple (office products)
- Global Blue (marketing)
- EF International Academy (marketing, education)
- Polaroid sunglasses (marketing)
- TimoCom (marketing)
- Schott AG (marketing)
- Cisco System (marketing)
- European Union
- BMW/MINI (articles for magazines)
- Volkswagen/Seat (marketing texts)
- LPG systems (marketing texts, manuals)
- ING Bank (investment fund reports)
- Petercam (investment fund reports)
- Morningstar (investment fund reports)
- Cardif Lux Vie (financial texts)
- Bidspotter
- Lovely Planet (sex toys)
- Swiss Post (marketing texts)
- DAF Trucks (marketing texts)
- City of Davos (tourism)

- BBT (Federal Office for Professional Education and Technology) (training, education)
- LIPO (furniture catalogues)
- NEC Computers (marketing texts)
- Media Markt (Media World) (articles for a corporate magazine)
- Micasa (marketing texts)
- Intralinks (financial texts)
- Avery (marketing texts)
- Aberdeen Group (staff management)
- Basel Tourismus (tourism)
- Covidien (marketing and medical texts)
- Swarovski (marketing texts)
- Jones Lang LaSalle (marketing and financial texts)
- ATRAL System / DIAGRAL (manuals)
- Generator hostels (tourism)
- Kotanyi (food)
- Sephora (make up)
- Siemens (marketing)

My fields of expertise are: marketing, consumer electronics and IT, office equipment, market research, tourism, training and education, finance (investment fund reports), EU affairs, furniture, food, fashion.

I regularly use the following CAT tools for my translations: Trados Freelance 8, Trados Studio 2011 and Trados Studio 2014.

My rates are:

- 0.08 € per word source (source language: English and French)
- 0.09 € per word source (source language: German)
- 30 € per hour (proofreading and revisions)

I am available for short translation tests.

I look forward to hearing from you soon.

Yours faithfully.

LUISA BELLI

Luisa Belli
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42034 CASINA
ITALY

Curriculum Vitae

PERSONAL INFORMATION

Surname and name: Belli Luisa
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Mother tongue: Italian
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QUALIFICATIONS

- Degree in foreign languages taken at the University of Parma on December 1st 1997 (summa cum laude).
- Foreign languages:
 - English
 - German
 - French

- Teaching diploma concerning English and French taken after passing the national examination "Concorso ordinario a cattedre" in May and June 2000.
- Previous studies:
 - Diploma in Accountancy taken in 1990 at the High School "Istituto Tecnico Commerciale Carlo Cattaneo" in Castelnovo ne' Monti (RE), final marks 60/60.

PROFESSIONAL EXPERIENCES

EXPERIENCES THROUGH THE INTERNET

Apart from the regular collaboration with the above mentioned agencies, I have also worked for other agencies.

OTHER TRANSLATOR AND INTERPRETER EXPERIENCES

- Interpreter and translator for the town of Casina since Summer 1999 (partnership between Casina and a German town, conferences about solar panels).
- Interpreter and translator for the firm Vercos Frigo in 2005 (insulating doors)
- Interpreter and translator for the firm Salumificio Pavesi in Brugna (RE) since June 2000 (pork products).
- Interpreter for some exhibitions and translator for the firm De Pietri srl in Vezzano S/C (RE) (agricultural machines).

SCHOOL EXPERIENCES

- Teacher in State Lower and Upper Secondary Schools from 1998 until now.

FURTHER TEACHING EXPERIENCES

- Teacher for adult evening courses from 1998 to 2005.
- Single and group private lessons.

OTHER EXPERIENCES

- Clerk for about one year (August 1990- July 1991) in a commercial office.

COMPUTER KNOWLEDGE

- Excellent knowledge of the programmes Word, Excel, PowerPoint, Outlook, Trados and Internet Explorer.

COMPUTER & TRANSLATION TOOLS

- Personal computer, Intel Quad Core Q9400, memory 6144 MB, HDD 750GB x 2 (mirror)
- Personal computer, Pentium Quad Core Q6600, memory 4096 MB, HDD 320GB x 2 (mirror)
- Windows 7 64 bit, MS Office 2007 (Word, Excel, PowerPoint, Outlook), Internet Explorer 8.0
- Modem speed: DSL 7000 kb/s

- Laser printer HP P2055dn, laser printer HP 1100, scanner Canoscan 5600F
- SDL Trados freelance 2007, Trados Studio 2011, Trados Studio 2014
- Across 6.3
- ScanSoft Omnipage 15.0
- Readplease 2003