

## **Alessandra Lorenzoni**

**Freelance translator, revisor and proof-reader, from English and German into Italian.**

Degree in Italian literature and almost 20 years in IT companies, therefore specializing in IT sector.

In my 5 years as a freelance translator I registered an average output of:

- 125.000 words per year on technical translations
- 350.000 words per year on book / other subject translations

Hundreds of hours spent in revisions/publishing tasks.

Via Palestrina 16, 20124 Milano

338-9346147

Skype: alelorenzoni12

[alelorenzoni12@gmail.com](mailto:alelorenzoni12@gmail.com)

[www.alessandralorenzoni.com](http://www.alessandralorenzoni.com)

<http://www.proz.com/translator/2022322>

## **Working experiences**

### **2018-today: Addenda**

My collaboration with editorial service provider Addenda has widened to include revisions and various editorial tasks (i.e. digital exercise creation, video subtitling) for digital school books.

### **2015-today: Opitrad, SEI, Seprotec, Andovar**

Regular collaboration with various translation agencies in IT sector. Arcserve, provider of backup and security solutions, is my only direct customer.

### **2015-today: Addenda**

Regular collaboration with editorial service provider Addenda, with increasing responsibilities year on year, on the update of a database of international taxation system volumes: translation and revision of texts with final online publishing.

### **2015-2017: Opitrad**

In house translator (part time) and project manager for Opitrad. Translations in various sectors: information technology, cosmetics, food, fashion, tourism, design.

### **2015-today: Various**

Translation from English and from German of several novels, mainly published in electronic format, among them the best-selling series from Christina Ross, and Urs Althaus's autobiography, published in Italian with the title *Io, Aristoteles, il Negro svizzero*.

### **2008-2014: IBM Italia Spa – Operation team**

Sales managers' support in software group division, involving business analysis and team organization.

Distance working with sales managers from some IBM India divisions: common working language has been English, both written and spoken.

### **2001-2008: IBM Italia Spa – Software Sales team**

As part of different European teams, my objective was to open new markets for IBM Software products; mainly sales roles, but I've also been in charge of strategy and marketing activities. Working language has been English: prices and terms and conditions negotiations and discussions; workshops organisation, technical trainings, products' presentations.

### **2007: Edizioni Ambiente**

Translation (EN>IT) of some chapters of the book *State of the World*, Worldwatch Institute report: a divulgative text with attention to subjects bound to our planet's future (chemistry, economy, social sciences etc.)

**1995-2000: Lotus Development Italia**

I have been hired to start a local customer service project, giving customers via phone commercial and technical advice.

Moved to the marketing area, I have been in charge of partnership programmes. Part of the job consisted in a cooperation with the in-house translation team for translation/localization of institutional brochures, partner's agreements, promo material and various communications.

**1994-1995: Sis-Temi Milano**, software house  
Secretary, receptionist, office manager.

**1991-1996: Zanfi Editori**

Collaboration with Casa Editrice Zanfi, on Guide APA series (touristic guides similar to Lonely Planet, with a specific attention to history and culture of the different Countries); in strict contact with editor Zurlino I worked as proofreader, text reviser, editing (with XPress) and translations (EN>IT and DE>IT) for books' updates.

**Other experiences (pro bono)**

**2008-2014:** Manager of a primary school library.

**2007-2008:** Distributed Proofreaders. Contribution to Gutenberg Project as a proofreader of original language English books.

**Education**

**On-going:** updates on translator's profession; CAT training; new subjects learning; literary translation workshops.

**1997-2014 IBM Internal training and conventions** Training on products and company strategies; updates and in depths training on MS Office, Brio and Cognos software; personal development training as "public speaking", "project management", "international teams management", "generating creative ideas", "communication etiquette", "problem solving".

**1993-1994 ENAIP and Regione Lombardia: Master training in managing documents:** basic hardware/software concepts and applications, documents archiving (librarianship) and communication.

**1991 Università Cattolica del Sacro Cuore: Degree** in a discipline called "Comunicazioni Sociali" (within the **Italian Literature** studies curriculum), specializing in how to communicate with advertising and media languages.

**Languages**

**Italian** mother tongue with university degree

**English** written and spoken at proficiency level (C2)

**German** written very good level (B2)

**Technologies used**

MS Office (2016 license)

SDL Trados (Studio 2019 license)

Wordfast

Matecat

PTC Arbortext

HTML editor, as Notepad++ or Atom

Quark XPress