

Curriculum Vitae



Personal information

First name(s) / Surname(s)

Enrica Melis

Address(es)

13, Via Sergio Montaldo, 09134 Cagliari, Italy

Telephone(s)

n/a

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Nationality

Italian

Date of birth

07.11.1978

Desired employment / Occupational field

Freelance Translator

Dates

Since January 2016

Occupation or position held

English/Italian translator

Main activities and responsibilities

SAP localization (software / manuals)

Name and address of employer

Arancho Doc s.r.l.- Via Rivani 83, 40138 Bologna
<http://www.aranchodoc.com/>

Type of business or sector

Translation agency

Dates

Since April 2013

Occupation or position held

English/Italian translator

Main activities and responsibilities

MT editor/translator

Name and address of employer

Novilinguists Multimedia snc- Via Malta 3/11 - 16121 Genova
<http://www.novilinguists.com>

Type of business or sector

Translation agency

Dates	Since April 2013
Occupation or position held	English/Italian translator/proofreader
Main activities and responsibilities	SAP localization/Medical content/E-learning courses/Marketing material
Name and address of employer	Translations.com - TransPerfect www.translation.com
Type of business or sector	Translation agency
Dates	Since December 2010
Occupation or position held	English/Italian translator
Main activities and responsibilities	SAP localization (e-learning)
Name and address of employer	Mastervoice NV - Frank Van Dyckelaan 9 -9140 Temse www.mastervoice.eu
Type of business or sector	Translation agency
Dates	Since July 2010
Occupation or position held	English/Italian translator
Main activities and responsibilities	SAP localization (software / manuals)
Name and address of employer	Keywords Italia s.r.l. - Viale delle Province, 2 - 00162 Rome http://www.keywordsintl.it
Type of business or sector	Translation agency
Dates	Since May 2009
Occupation or position held	English/Italian translator
Main activities and responsibilities	SAP localization (e-learning)
Name and address of employer	WhP International SAS - BP 102, 06902 Sophia Antipolis Cedex http://www.whp.net/us
Type of business or sector	Translation agency
Dates	Since August 2008
Occupation or position held	English/Italian translator
Main activities and responsibilities	IBM localization (software) - more than 3,000,000 words translated
Name and address of employer	One Planet Italia srl – Via Antonio Bosio 20B – 00161 Rome http://www.one-planet.net/
Type of business or sector	Translation agency – software localization
Contact person	Luca Schonenberger: lucaschonenberger@one-planet.net
Dates	Since August 2008
Occupation or position held	English/Italian translator
Main activities and responsibilities	SAP online translations (software)
Name and address of employer	Wordflow Translation & Software Localization GmbH -Altrottstrasse 26 - 69190 Walldorf http://www.wordflow-translation.com/wordflow-translation_start-i.php
Type of business or sector	Translation agency – software localization

Dates	November 2007 –December 2008
Occupation or position held	English/Italian translator
Main activities and responsibilities	SAP online/offline translations (software / manuals / marketing / website)
Name and address of employer	CrossGap srl - Via Aurelio Saffi 45/3 40131 Bologna
Type of business or sector	Translation agency – software localization
Dates	October 2002 – November 2007
Occupation or position held	Translator / Terminology expert / PM / Proofreader
Main activities and responsibilities	Localization projects - business software. Terminology expert: SAPTERM updating. Management of SAP offline projects based on Trados: coordination of small groups of translators, terminology research, proofreading.
Name and address of employer	Networld srl – Via Palestrina 58 09100 Cagliari (Italy)
Type of business or sector	Translation agency – software localization
Dates	Since March 2000
Occupation or position held	Translator / Terminology expert / Proofreader
Main activities and responsibilities	French/Italian, English/Italian translations in technical and generic fields for European Union institutions (especially EP, CoR and EC) and other local bodies.
Name and address of employer	Networld srl – Via Palestrina 58 - 09100 Cagliari (Italy) www.networldonline.it
Type of business or sector	Translation agency
Dates	12-16.11.2003
Occupation or position held	French-Italian simultaneous interpreter
Name and address of employer	European Social Forum, Paris
Dates	January 2003
Occupation or position held	Translator
Main activities and responsibilities	French/Italian translation of balance sheets
Name and address of employer	Consenergy srl Consortile
Type of business or sector	Industrial equipments, construction of LT/MT/HT overhead/underground power transmission lines
Dates	02.05.2000 – 31.08.2000
Occupation or position held	French-Italian interpreter for a senior manager
Name and address of employer	SIME S.p.A.
Type of business or sector	Industrial equipments, construction of LT/MT/HT overhead/underground power transmission lines

Education and training

Dates 17-18.06.2010
 Title of qualification awarded SAP Localizator
 Principal subjects/occupational skills covered Training/updating course for SAP localizators (Release 7.20 - ORBITT)
 Name and type of organisation providing education and training SAP Trainer working for Keywords

Dates 29.11.2004
 Title of qualification awarded SAP Localizator
 Principal subjects/occupational skills covered Training/updating course for SAP localizators: 40B, 45B,46B, 46C, 46D 610 and 620 releases (before Support Package 25) + 620 release and its new features (ZDI 220 Translating SAP software - basics, ZDI040 Terminology and Glossary, ZDI 320 Translating SAP Software - Advanced)
 Name and type of organisation providing education and training SAP Trainer working for Network srl

Dates 29.11.2002
 Title of qualification awarded University Diploma in Translation and Interpreting
 Principal subjects/occupational skills covered EN/IT and FR/IT Translation and Interpreting
 Name and type of organisation providing education and training *Scuola Superiore per Interpreti e Traduttori (SSLM) of Quartu S. Elena (province of Cagliari, Italy)*
 Level in national or international classification 107/110

Dates 1999
 Title of qualification awarded D.E.L.F., Diplôme d'Études en Langue Française
 Name and type of organisation providing education and training Ministère de l'Education Nationale

Personal skills and competences

Mother tongue(s) **Italian**

Other language(s)

Self-assessment
European level ()*

French

English

Understanding				Speaking				Writing	
Listening		Reading		Spoken interaction		Spoken production			
C2	excellent	C2	excellent	C1	excellent	C1	excellent	B2	good
B1	fair	C2	excellent	B1	fair	B1	fair	B2	good

(*) *Common European Framework of Reference for Languages*

Organisational skills and competences - Good experience in project or team management
 - Sense of organisation
 - On-time delivery

Technical skills and competences - IBM terminology and tools
 - SAP terminology and tools
 - EU terminology
 - Good command of EU websites / tools

Computer skills and competences Good knowledge of Trados, Windows XP/Vista/8, Microsoft Office 2003/2002013, IBM Open TM2, SAP Front End.

Translation SW | IBM Open TM2, SDL Trados 2006FL, SDL Trados 2007FL, SDL Trados Studio 2014
| ,SDL Multiterm 2009, SDL Passolo 2007, Idiom, SAP Front End, Wordfast, Xbench

Other skills and competences | IT, books, music, cinema, videogames, sports