

CURRICULUM VITAE

PERSONAL DETAILS

First name: Andrea Surname: Cingolani Place and date of birth: Jesi (An) on 27/07/1972
Nationality: Italian Mother tongue: Italian
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EDUCATION

- o 2000 Certificate in Advanced English (Cambridge Examination);
- o 22/11/98 - 05/12/98 Advanced English Course (60 hours in total) at Swandean School of English, Wimbledon (England);
- o 1997 First Certificate in English (Cambridge Examination);
- o 1996/97 Diploma in Computer Studies;
- o 1996 Diploma in Travel Agency Management (800 hrs) at the C.S.D Institute in Ancona (An), Italy;
- o 1992 Technical high school - Diploma in accounting and business at I.T.C. P. Cuppari in Jesi (An), Italy;

LANGUAGES

ENGLISH Spoken: excellent Written: excellent
SPANISH Good, both written and spoken

Translation combination: EN>IT

CURRENT OCCUPATION

Full time professional EN>IT translator since 2004, working for various translation agencies in Italy and abroad.

Areas of Specialisation

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|-----------|---|--|
| Technical | - | IT, computer hardware, software, networks |
| | - | Telephony and telecommunications |
| | - | Patents, trademarks, designs and models |
| | - | Electrical engineering, electronics |
| | - | HVAC (heating, ventilation and air conditioning) |
| | - | Safety devices and personal protection equipment |
| Legal | - | Contracts |
| | - | Certificates of incorporation |
| | - | Articles of association |
| | - | Minutes |
| | - | Certificates |
| Financial | - | Balance sheets |

Average output per day: 2000

WORK EXPERIENCE

- o **06/2013-12/2013** LinguAdept UK Ltd with the following tasks: EN>IT translation, project management and administration.
- o **2012/2013** LinguAdept with the following tasks: EN>IT translation, project management and administration.
- o **2004/2012** Focus Translation Studio with the following tasks: EN>IT translation, project management and administration.
- o **2001/2004** Computer Plus S.r.l. – Hardware and software technician and responsible for production and online help desk.
- o **1998/2000** Booking manager at Thema Viaggi New Beetle Tour Operator Srl in Jesi (An), Italy.

CURRICULUM VITAE

Booking management, contacts with service providers in Italy and abroad (Great Britain and United States), production of travel documents, planning and staff coordination.

MAIN EN>IT TRANSLATION JOBS

Patents

- Carbon nanotubes for electrical transport
- Written opinion on pointing and remote control peripheral patent application
- A Support Member with a 'Squeeze to Use' bottle of gel/liquid
- Adhesion promoting compound
- Method and apparatus for treating gas for delivery to an animal
- Pyrometallurgical treatment of slags
- Composite coating material
- Folding structure
- Removable rectal endoprosthesis with anastomotic protection
- Improvements in an armoured electrical resistance for storage water heaters
- System and method for generating elements containing quick response codes

Medical devices

- Part of a user manual for an administration device for the treatment of hepatic neoplasia;
- User manual for an external beam therapy system;
- Technical sheet of a rehabilitation equipment for pets

Commercial/management

- Various subcontracting agreements;
- Operating agreement for a limited liability company;
- Software license agreement;
- Stock agreement;
- Internal policies for an important financial company;
- Acceptable Use of Computing and Information Assets policy for a famous multinational automotive company

HVAC (heating, ventilation and air conditioning)

- Technical manual for a climate control device;
- Presentation of a company that manufactures refrigerant gases and related products;
- User manual of a snow gun

Declarations of conformity and CE marking

- EC Declaration of Conformity for pressure transmitters;
- EC Declaration of Conformity for Linear Variable Differential Transducers;
- EC Declaration of Conformity for Velocity Transducers;
- EC Declaration of Conformity for Seismic Velocity Sensors;
- EC Declaration of Conformity for industrial Ethernet switches;
- EC Declaration of Conformity for Variable Reluctance Speed Sensors;
- EC Declaration of Conformity for an Electro-Hydraulic Servovalve;
- EC Declaration of Conformity for a Flame Tracker / Flame Sensor;
- EC Declaration of Conformity for Eddy Current Probes

Electronics, electrical engineering, network devices

- User manual of a fuel cell stack;
- User guide and various Power Point presentations for a range of UPS devices;
- Various software manuals for monitoring plant's electrolyzers;
- Various user manual releases of an e-book device;
- Technical sheets, white papers product newsletters and press releases for a famous worldwide manufacturer of high-end networking platforms;
- User guide of a network adapter
- Various user manuals for security cameras

Renewable energy

- Power Point presentation for a company that manufactures solar panels

Mechanical

- Technical manual for an important manufacturer of harvesters and earth moving machines;
- Various technical bulletins and manuals for an important manufacturer of HVAC and refrigeration systems for civil and goods transport

Health/Healthcare

- Various documents for a famous international health quality accreditation organization;
- Various documents concerning the application to a direct funding program for self-managed attendant services

CURRICULUM VITAE

Safety and accident prevention

- User manual of an anti-fall device;
- User manual of a rescue tripod

Software/Games/Videogames

- Online help for iPod/iPhone
- Mobile phone game reviews;
- Localization of a mobile phone games website;
- Localization of an installing/uninstalling interface for server systems e-mail archiving application;
- Various online SAP training sessions;
- Web management application portal and relevant user interfaces;
- User manual and user interface of a call management, online meeting and instant messaging client application

Lifting and handling devices

- Technical manual for a magnetic power lifter;
- Technical manual for a fork lift truck

Telecommunications

- User manual of a mobile phone software application;
- User manual of a mobile phone with integrated GPS system;
- Presentation and user manual of a GPS device

Miscellaneous

- Instruction manual of a vending machine;
- User manual of a coffee machine;
- Technical sheets for insecticide products;
- Web site for a bicycle components and accessories manufacturer

TECHNICAL EQUIPMENT

Hardware

1 Notebook Toshiba Satellite P300 19F, 2.66 GHz Core 2 Duo, 2HDD x 250 GB

1 Desktop computer, CPU Core 2 Duo 3,16 GHz, HDD 500 GB

ADSL Internet Connection, fax, multifunction printer.

3.0 TB NAS for data backup and protection

Software

Windows 7 Pro, Office 2010/2007, PDF Reader/Writer, Skype, antivirus/firewall.

CAT TOOLS

SDL Trados Studio 2011 SP2, Passolo Translator 2011 SP9

Research materials

Marolli technical dictionary (EN>IT>EN), Italian Civil Code (IT>EN), various online dictionaries and resources, personal TMs on the various fields of specialisation.

PRIVACY

I authorise the use of my personal details as required under the Italian Data Protection Act (legislative decree 196/2003).