

Curriculum vitae

Albina CALORO

Personal information

First name and surname: **Albina CALORO**
Date of birth: **October 29, 1963**
Place of birth: **Giurdignano (Lecce), Italy**
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Education

1992 Degree in Modern Languages and Literature at Milan University.
Languages: English and French. Title of thesis: *L'ultimo teatro di Beckett (Beckett's last plays)*.
1988 English Proficiency Course at the Waltham Forest College in London
1982 High School Diploma in Tourism Management at the Istituto Tecnico per il Turismo (Tourism High School) in Milan

Work experience

From October 2006: Free-lance translator specializing in information technology, automation industry, marketing, and web site translations.

From November 2004 to October 2006: Editor/PM at **Selig S.A.S**, a translation agency in Milan specializing in architectural, cosmetics, legal, technical, and business texts.

1992 – September 2004: Localisation Manager at **LocalEyes Italia Srl**, an international company providing comprehensive translation, localization and adaptation solutions to help customers make, advertise, sell and distribute their products on international markets.

As Localisation Manager I was in charge of the Product Localization Division, which included the software, help, doc-marketing and test departments.

Main duties: customer care, overall coordination of activities, project analysis, time management, resource allocation, optimization of localization processes, communication and quality.

Our customers included Apple Computer Inc, Symantec, Corel, Roxio, Cryptologic, IPM.

I started working for LocalEyes Italia (former Prometheus Srl) in 1992 as an IT translator and step by step I became **Project Coordinator** in charge of the documentation department.

My main duties were management of internal and external resources, translator selection, quality control, planning of translation/revision and DTP tasks, customer care.

Later, as **Project Manager**, I was in charge of translation/localization projects, not only of manuals but also of software and help.

Main duties: production planning, resources allocation and coordination, approval of estimates, budget management, quality and localization process control.

In 2002 the company, which originally worked from English to Italian only, took on four more languages, i.e. Swedish, Finnish, Danish and Norwegian, with mother-tongue personnel on the premises. All this led to the creation of the

LEC (Localisation Engineering Centre), in which I was directly involved, as I was in charge of defining and implementing localization processes, communication and quality standards. As **Project Manager** of the LEC group, my tasks included resource management, coordination of localization of Apple products in five languages and optimization of the localization and quality processes. Thanks to this long experience I was promoted to the post of Localisation Manager which I held until 2004, when LocalEyes Italia declared bankruptcy.

1990 – 1992: Free-lance translator (IT translations from English into Italian for agencies and individual customers)

My latest projects

- Energy Project wholesaler brochure
- Digital dosing pumps (brochure, leaflet, press release)
- Modular Controls for wastewater pumping stations (manual and brochure)
- Prefabricated pumping stations (brochure and leaflet)
- Portable multimedia player's manual
- Online job agency web site
- Diagnostic Safety Manual (scan tools)
- Apple Marketing documentation

Computer skills

Proficient user of Mac and Windows.
Working knowledge of Excel, Word, PowerPoint, Logoport, Idiom, Trados, Wordfast, Passolo.

Travels/Stays abroad

1987-1988: I lived and studied in London
I have frequently travelled abroad for reasons connected with my work.

Additional information

My long work experience – characterized by management activities which suit my personality – together with my great enthusiasm and strong commitment have enabled me to develop my present skills.

I authorize the intended recipient of this CV to handle my personal data in accordance with Italian law 675/96.