

EUROPEAN
CURRICULUM VITAE
FORMAT



PERSONAL INFORMATION

Name	BAGGI MICHELA
Address	VIA XXV APRILE, 27 – 29011 BORGONOVO VAL TIDONE (PC) – ITALY
Telephone / Fax	+39 0523 86 12 92
Mobile (Blackberry)	+39 348 72 46 483
E-mail	michela.baggi@mbtranslations.it
Skype	m.baggi
Nationality	Italian
Date of birth	16.09.1976

WORK EXPERIENCE

- Dates (from – to) JULY 2009 – TODAY
- Name and address of employer Freelance translator and proofreader for the language pairs German / English > Italian
- Type of business or sector Automotive, Software/Hardware, IT, GUI, earth moving machines, machine tools, websites, marketing, kitchen furniture accessories, electrical/electrical equipments, GPS systems, technical documentation, tourism, transports
- Occupation or position held Translator and proofreader
- Main activities and responsibilities Translation and proofreading of workshop manuals, technical bulletins, user's manuals, brochures/flyers, catalogues, web pages, press releases, etc. in the language pairs of expertise
- Dates (from – to) OCTOBER 2004 – JUNE 2009
- Name and address of employer Vertere s.r.l. – Via Calciati, 16 – 29122 Piacenza – Italy (permanent contract)
- Type of business or sector Language Service Provider
- Occupation or position held In-house Project Manager, translator and proofreader
- Main activities and responsibilities
 - Project management and coordination (including proofreading, QA and DTP) of in-house and freelance translators teams
 - Project planning according to the different deadlines required by customers
 - Procedure creation and updating to assure a high-quality level of the final output and a standardized workflow specifically tailored on customer needs
 - Problem solving related to project management and execution
 - Direct contact with customers and suppliers for quotations, cost calculations and improvement of project outcomes
 - Translation and proofreading of technical documents in the following specialty areas:
 - Automotive
 - Machine tools
 - Earth moving machines
 - Sweepers/Scrubber dryers and industrial vacuum cleaners
 - Software/Hardware
 - GUI
 - IT
 - Web sites
 - Marketing
 - Kitchen furniture accessories
 - Logistics/Transports

- Dates (from – to)
- Name and address of employer
- Type of business or sector
- Occupation or position held
- Main activities and responsibilities

MAY 2001 – SEPTEMBER 2004

Vertere di Chiodaroli Franco & C. s.n.c. – Via Asse, 25 – 29100 Piacenza – Italy
(fixed-term contract)

Language Service Provider

In-house translator and proofreader

Translation and proofreading of technical manuals and documentations in the language pairs of expertise DE>IT and EN>IT

EDUCATION AND TRAINING

- Dates (from – to)
- Name and type of organisation providing education and training
- Principal subjects/occupational skills covered
- Title of qualification awarded

NOVEMBER 1995 – MARCH 2001

Faculty of Letters and Philosophy at Università degli Studi of Pavia

German Language and Literature, English Language and Literature, Russian Language and Literature, History of the German Literature, History of the English Literature, German Philology, Modern and Contemporary German Literature, Glottology, Linguistic, Glottodidactic.

Degree in Modern Foreign Languages and Literatures – Final mark: 108/110

- Dates (from – to)
- Name and type of organisation providing education and training
- Principal subjects/occupational skills covered
- Title of qualification awarded

SEPTEMBER 1990 – JULY 1995

Liceo Linguistico Sperimentale "Melchiorre Gioia" – Piacenza

English Language and Literature, German Language and Literature, French Language and Literature

Diploma di Maturità (secondary school-leaving certificate)

CONOSCENZA LINGUISTICHE

MOTHER TONGUE

ITALIAN

OTHER LANGUAGES

GERMAN

EXCELLENT

VERY GOOD

GOOD

One-month course at Goethe Institut in Rothenburg o.d.Tauber to improve my language skills

ENGLISH

EXCELLENT

VERY GOOD

VERY GOOD

One-month course at EF International School of English in London to improve my language skills

FRENCH

GOOD

BASIC

BASIC

RUSSIAN

BASIC

BASIC

BASIC

Highly motivated and skilled to work in a collaborative and communicative team environment.

SOCIAL SKILLS AND COMPETENCES

**ORGANISATIONAL SKILLS
AND COMPETENCES**

Coordination of in-house and freelance translators, management of projects, purchase orders, quotations and customer's requests as well as problem solving skills acquired during my working experience at Vertere.

**CAT TOOLS, SOFTWARE
AND HARDWARE EQUIPMENTS**

SDL Trados Studio 2014 Freelance, SDL Trados Studio 2011 SP2 Freelance, SDL Trados 2007 Suite Freelance, Transit NXT Workstation, Transit XV Workstation, memoQ 6.2 Translator Pro, Passolo Translator 2009, Passolo Translator 2011, Across P.E. v5.7, TransAct v6.0.1.0
Microsoft Office 2007, Adobe Acrobat 9, HOEPLI technical dictionaries on CD-ROM and online dictionaries
DELL Desktop PC with Intel Core 2 Quad CPU, 4GB RAM, Windows Vista 32-bit OS, McAfee
DELL Laptop with Intel Core i-7 CPU, 8GB RAM, Windows 8 64-bit OS, McAfee
ADSL Flat 7 Mbit, daily data backups on external hard drive

**TECHNICAL SKILLS
AND COMPETENCES**

Sound knowledge of Trados, Transit, Passolo, Across, TransAct and memoQ, as well as excellent expertise in the use of the PC and very good knowledge of Microsoft Office applications.

Skills and competences gained in the course of my working experience and university education, and thanks to my personal interests and motivation.

Excellent expertise in the use of SDL Trados Server Manager 2007 and SDL Trados Multiterm 2007 Administrator.

Skills and competences gained in the course of my working experience as in-house project manager and translator/proofreader at Vertere.

**OTHER SKILLS
AND COMPETENCES**

Professionalism, accuracy, on-time deliveries, motivation, flexibility, reliability and proactive communication with customers.

DRIVING LICENCE

Class B

RATES APPLIED

DE>IT Translation: 0.07 Euros / source word
EN>IT Translation: 0.06 Euros / source word
EN/DE>IT Proofreading: 0.02 Euros / source word
Minimum job (< 250 words): 20 Euros
Hourly rate: 20 Euros

ADDITIONAL INFORMATION

SDL Trados 2007 Certified (Level 3)
(<http://oos.sdl.com/asp/products/certified/index.asp?userid=18528>)

With Kind regards
Michela Baggi