

EUROPEAN  
CURRICULUM VITAE  
FORMAT



PERSONAL INFORMATION

Name  
Address  
Mobile  
E-mail  
Skype  
Nationality  
Date of birth

BAGGI MICHELA

VIA 2 GIUGNO, 42 D – 29011 BORGONOVO VAL TIDONE (PC) – ITALY

On request

[michela.baggi@mbtranslations.it](mailto:michela.baggi@mbtranslations.it)

m.baggi

Italian

16.09.1976

WORK EXPERIENCE

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

JULY 2009 – TODAY

Freelance translator and proofreader for the language pairs German / English > Italian

Automotive, Software/Hardware, IT, GUI, ERP software, logistics, earth moving machines, machine tools, websites, e-commerce, marketing, kitchen furniture accessories, electrical/electronic equipments, GPS systems, technical documentation, tourism, transports

Translator and proofreader

Translation and proofreading of technical documents (workshop manuals, technical bulletins, user's manuals, brochures/flyers, catalogues, web pages, press releases etc.) in the following specialty areas:

- Automotive
- Machine tools
- Earth moving machines
- Sweepers/Scrubber dryers and industrial vacuum cleaners
- Software/Hardware
- GUI
- IT
- Web sites
- E-commerce
- 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

OCTOBER 2004 – JUNE 2009

Vertere s.r.l. – Via Calciati, 16 – 29122 Piacenza – Italy

(permanent contract)

Language Service Provider

In-house Project Manager, translator and proofreader

- 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 workshop manuals, technical bulletins, user's manuals, brochures/flyers, catalogues, web pages, press releases, etc. in the language pairs of expertise:

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

## EDUCATION AND TRAINING

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

## CONOSCENZA LINGUISTICHE

### MOTHER TONGUE

### OTHER LANGUAGES

- Reading skills
- Writing skills
- Verbal skills

- Reading skills
- Writing skills
- Verbal skills

- Reading skills
- Writing skills
- Verbal skills

- Reading skills
- Writing skills
- Verbal skills

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

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

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)

### ITALIAN

#### 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

<b>SOCIAL SKILLS AND COMPETENCES</b>	Highly motivated and skilled to work in a collaborative and communicative team environment.
<b>ORGANISATIONAL SKILLS AND COMPETENCES</b>	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.
<b>CAT TOOLS, SOFTWARE AND HARDWARE EQUIPMENTS</b>	<p>SDL Trados Studio 2019 Freelance, Transit NXT Workstation SP 14, memsource, ApSIC Xbench 3.0, Transit XV Workstation, memoQ Translator Pro 2015, Across P.E. v5.7, TransAct v6.0.1.0</p> <p>Microsoft Office 2021, Adobe Acrobat 9, HOEPLI technical dictionaries on CD-ROM and online dictionaries</p> <p>DELL Desktop PC with Intel Core 2 Quad CPU, 4GB RAM, Windows 10 64-bit OS</p> <p>DELL Laptop with Intel Core i-7 CPU, 8GB RAM, Windows 10 64-bit OS</p> <p>ADSL Flat 20 Mbit, FileZilla FTP Client, daily data backups on external hard drive</p>
<b>TECHNICAL SKILLS AND COMPETENCES</b>	<p>Sound knowledge of Trados Studio, Transit, Memsource, Memoq, Across and TransAct, as well as excellent expertise in the use of the PC and very good knowledge of Microsoft Office applications.</p> <p>Skills and competences gained in the course of my working experience and university education, and thanks to my personal interests and motivation.</p> <p>Excellent expertise in the use of SDL Trados Server Manager 2007 and SDL Trados Multiterm 2007 Administrator.</p> <p>Skills and competences gained in the course of my working experience as in-house project manager and translator/proofreader at Vertere.</p>
<b>OTHER SKILLS AND COMPETENCES</b>	Professionalism, accuracy, on-time deliveries, motivation, flexibility, reliability and proactive communication with customers.
<b>DRIVING LICENCE</b>	Class B
<b>RATES APPLIED</b>	<p>DE&gt;IT Translation: 0.08 Euros / source word</p> <p>EN&gt;IT Translation: 0.07 Euros / source word</p> <p>EN/DE&gt;IT Proofreading: 0.02 Euros / source word</p> <p>DE&gt;IT MTPE: 0.056 Euros/source word</p> <p>EN&gt;IT MTPE: 0.049 Euros/source word</p> <p>Minimum job (&lt; 250 words): 20 Euros</p> <p>Hourly rate: 20 Euros</p>
<b>ADDITIONAL INFORMATION</b>	<p>SDL Trados 2007 Certified (Level 3)</p> <p><a href="http://oos.sdl.com/asp/products/certified/index.asp?userid=18528">http://oos.sdl.com/asp/products/certified/index.asp?userid=18528</a></p>

With Kind regards  
Michela Baggi