

# Curriculum Vitae



## Personal information

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Date of birth 29 November 1963

## PROFESSION Freelance translator

## Education and training

1993  
Title Degree in Languages and Modern Literature – University: I.U.L.M. – Milano (Italy)  
Languages English, German

1982 - 1985  
Title Parliamentary translator and interpreter diploma - Scuola Superiore per Interpreti e Traduttori – Firenze  
Languages English, German

1977 - 1982  
Title School-leaving certificate - Liceo Linguistico Santa Reparata – Firenze (Italy)  
Languages English, French, Spanish

1969 - 1977  
Title Primary and junior secondary school diploma - Scuola Svizzera (bilingual: German/Italian) – Firenze  
Languages German/Italian, English

## Professional courses

1982 Typing course; I.D.I. Florence  
1982 "Deutsch als Fremdsprache" certificate from the Goethe Institut Genova, Florence branch  
1983 Intensive English course at the Anglo-Continental School of English, Bournemouth (UK)  
1984 "Proficiency in English" certificate from the University of Cambridge in Florence  
1990 Training course for teaching Italian as a foreign language, Koiné Centre, Florence, with work experience of 40 hours (two weeks of instruction for a group of foreign students in tandem with a teacher at the Centre)  
1993 Basic course on MS-DOS, Word for Windows and Internet use given by ACLI, Lucca (Italy)  
2001 Basic course on HTML language given by CESVOT, Lucca (Italy)  
2007/2012 Training on SDL TRADOS (basic and advanced courses – trainer: Bruno Ciola)  
2009 Specialisation course for pharmaceutical translations ("The translation of scientific texts for research and for the pharmaceutical industry"), 40 hours divided into two modules, one theoretical and the other practical; Prof. Isabella Blum, Milan  
2011 Translating web sites (trainer: Andrea Spila)

<b>Work activity</b>	<b>Freelance translator</b>
	1991 - 2012
	Since 1994, freelance translator for multinationals, agencies and individuals. Translations for the following pharmaceutical companies/medical institutions: Eli Lilly Italia, DuPont Pharma, Shire Italia, Malesci SpA, Sulzer Vaskutek Scotland, Menarini SpA, Siemens Healthcare Diagnostics; University of Florence – Faculty of Medicine, Faculty of Psychology.
	Other translations: Perini Spa, Veritas Srl, S.I.C.I. Srl, English Language Centre, Lexus Translations, ABC Traductions, McCann Erickson Italia, Hager Lume SpA, Laviosa SpA, Bell SpA, Oleificio RM SpA, Risorsae Srl, J. Walter Thompson, Court of Lucca, Giunti Editore.
	Subjects: medical and scientific texts, marketing, training, web-sites, advertising, education, psychology, contracts, technical devices, various diseases, company policies and procedures, etc.
	A detailed list of main translation projects can be supplied on request.
	12/12/1985 – 12/09/1991
Name of employer	Malesci SpA - Firenze
Type of work or positions held	Clerk with responsibility for the library in a pharmaceutical company
Main activities and responsibilities	Bibliographical service, subscriptions for scientific journals, etc.
	1994 - 1996
Type of work or positions held	Part-time employee
Name of employer	Bookshop LuccaLibri – Lucca (Italy)
	1982 - 1993
Type of work or positions held	Hostess at various national and international conferences - Congresso Nazionale della Società Italiana di Ultrasonologia Medica e Biomedica - Congresso Nazionale della Società Italiana di Chirurgia Plastica ed Estetica - "Florence '89: an International Workshop on Sensory Neuropeptides" - Congresso Internazionale del Notariato Latino
Organizing agencies	Formula Congressi, Roma (Italy) OIC, Firenze (Italy) SPR, Firenze (Italy) Newtours, Firenze (Italy)
	1992 - 2002
Type of work or positions held	Business negotiation interpreter for local companies - Oleificio RM SpA, Lucca (Italy) - SEK SpA., Pontedera (Pisa - Italy) - B&C Speakers; (Firenze - Italy) - Officine Meccaniche Grazia, Massa (Italy) - Martinelli Porte, Pisa (Italy) - Calzificio MARPES, Stabia (Pistoia - Italy)
	February – September 2003
Type of work or positions held	External collaborator
Main activities and responsibilities	Secretarial duties
Name of employer	MartiniAssociati Srl - Lucca Psychosocial training and consultancy
	16 May 2006
Type of work or positions held	technical expert appointed by the court, in translators and interpreters category
Main activities and responsibilities	Sworn translations
Name of employer	Court of Lucca - Lucca

Mother tongue	<b>Italian</b>
Other languages	<b>English</b> (excellent) <b>German</b> (excellent) <b>French</b> (basic) <b>Spanish</b> (basic)
Technical skills and competences	- Typewriting
IT skills and competences	- Excellent knowledge of Microsoft Office - Basic knowledge of DOS and HTML - Basic knowledge of OpenOffice - Use of Internet and e-mail - Use of CAT tools (Trados - Wordfast)
Driving licence	A, B

I hereby authorise the processing of my personal information in accordance with current privacy laws (art. 13 Italian Leg. Dec. 196/2003)

A handwritten signature in blue ink, appearing to read "Nicola De Luca".

## Examples of translation projects

- Medical/scientific translations:
  - For **Eli Lilly Italia**: studies and information about different drugs (Evista, Zyprexa, Cialis, Alimta, Cymbalta, Yentreve, Gemzar, Strattera, etc.) and illnesses (diabetes, bipolar disorder, urinary incontinence, ovarian cancer, lung carcinoma, depression, mental health, diabetic neuropathic pain, erectile dysfunction, etc.).
  - For **Malesci SPA**, Firenze: studies on different drugs, such as omeprazole, Coumadin, etc. and illnesses.
  - For **DuPont Pharma**, Firenze: studies and training material on antiretroviral drug Sustiva, on lipodistrophy and other illnesses.
  - For **Sulzer Vascutek**, Scotland: studies on fluoropolymer/polyester prosthesis, gelatin sealed grafts, circulation, blood pathologies, etc.
  - For **University of Florence, Faculty of Medicine**: a series of tests for entrance to school of specialization and Master in emergency medicine; material for Master in Emergency Medicine, for training in emergency ultrasound scanning, for pediatricians in the Emergency Department.
  - **University of Florence, Faculty of Psychology**: abstracts and articles on Alzheimer and other degeneration illnesses.
  - For **MartiniAssociati srl**, Lucca: translations of community psychology subjects
  - For medical master degrees: numerous abdominal compartment syndrome studies published by Anglo-American scientific journals.
  - For psychology master degrees: twenty articles published by Anglo-American scientific journals
- Technical translations
  - For **Eli Lilly Italia**: software and business systems (SAP); quality systems; internal procedures and business policies
  - For **Shire Italia**: business and pharmacovigilance procedures.
  - For **Perini SpA**, Lucca: balance sheet and Arthur Andersen certification.
  - For **Sici-Pura**, Lucca: various contracts.
  - For **Hager Lume**, Milano: operating manuals for switches, transformers, overvoltage limiting devices and other electrical equipment.
  - For **MammaRo'** Lucca: various contracts.
  - For **Officine Meccaniche Grazia**, Massa: lift equipment operating manuals.
  - For **Lamberton (UK)**: robotics equipment.
  - For **Telco**, Camaiore (LU): phone operating manuals.
  - For **Grafica 2000**, Lucca: milling machine operating manuals.
  - For **English Language Center**, Lucca: European Community Safety Standards (ISO 9000 series and others); car brochures for Opel (Agila, Combo) and Mazda (Mazda6, Mazda MPV); Yamaha outboard engines.
- Business/marketing translations:
  - For **Eli Lilly Italia SpA**: training, marketing and job structure documents; survey of workplace quality
  - For **English Language Center** Lucca: tourist guides; Maybelline, Xbox, Cathai Airlines web pages; advertising spots and scripts for Friskies, Nesquik, Alitalia, UPS, Martini, L'Oréal; business policies and guidelines (EACA)
  - For **DuPont Pharma**: business conduct protocols, quality control protocols, press releases, internal correspondence and contracts
  - For **McCann Ericksson**, Milano: advertising campaigns
  - For **Hager Lume**, Milano: marketing texts
  - For **Laviosa Chimica Mineraria SpA**, Livorno: various chapters of a book on management and business psychology
  - For **University of Florence**, Faculty of Medicine: guidelines and other documents on quality control in the health environment.
- Training, marketing and other translations:
  - For **European Commission, DG XXIII**: book about education in the different European states.
  - For **Eli Lilly Italia**: documents and brochures about business training, job structure, quality in the workplace, conflict of interests.
  - For **DuPont Pharma**: business conduct protocol, various safety protocols, press releases, contracts, internal correspondence.
  - For **Veritas srl**, Firenze: business information from Germany, UK, USA, France, Spain.
  - For **McCann Erickson**, Milano: ads and advertising campaigns.
  - For **Hager Lume**, Milano: marketing brochures.
  - For **Laviosa SpA**, Livorno: various chapters of a book about management and business psychology.
  - For **Bell**, Lucca: various contracts.
  - For **MammaRo'**, Lucca: catalogues and product brochures.
  - For **Risorsae**, Firenze: quality control documents and guidelines for the health environment.
  - For **PKG**, Firenze: contracts and material on conflict of interests.
  - For **ACSI Onlus**, Firenze: texts about foster care and adoption.
  - For **Istituto degli Innocenti**, Firenze: documents about adoption and child labour.
  - For the **Court of Lucca**: legal translations and transcriptions.
- Translation of web sites/pages:
  - For **Eli Lilly Italia**: web pages relating to various drugs (Zyprexa, Gemzar, Alimta).
  - For **English Language Center**, Lucca: web pages for Maybelline, Xbox, Cathai Airlines, Nesquik, Xbox.
  - For **Out&About**: web site.
- For lawyers: legal documents.
- For individuals: commercial correspondence, legal documents, certificates, contracts, **web sites**, etc.
- For various local firms (International Trading Italia, CAP spa, SICI, Manetti Battiloro): commercial **correspondence and contracts**.
- Four books "Lernkrimi Englisch" (Italian publisher: **Giunti Editore**) (DE>IT)
- About 200 items in the **Grolier Encyclopedia** (Italian publisher: **Le Lettere**, Firenze). (ENG>IT)
- Various chapters of the book "Save the Birds" by A. Diamond, Italian translation published in 1990 ("**Ali da Salvare**"). (ENG>IT)
- Six chapters of the German book "Impfen – Pro & Contra. Das Handbuch für die individuelle Impfentscheidung." Published by Knauer Mens Sana. Edited by Martin Hirte (on behalf of a physician). (DE>IT)
- Various chapters of the book "Superstudio – Archizoom" **Figurationen des Utopischen**" Published by Deutscher Kunsterverlag. Editor: M.T. Stauffer (for a master degree in architecture) (DE>IT)
- For **ABC Traductions** (France): articles for the Italian issues of the German journal AUDI SCENE. (DE>IT)
- For **English Language Center**, Lucca: Scotland and Edinburgh tourist guides, **web pages (Maybelline, Xbox, Cathai Airlines)**, ads and advertising campaigns (Friskies, Nesquik, Alitalia, UPS, Martini), business policies (EACA), etc. (ENG>IT)
- For **Lexus Translations**, Glasgow: collaboration on English/Italian – Italian/English dictionary published by Oxford Press (ENG>IT)