

ISABELLA CENTRA
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PROFILE

PROFESSIONAL EXPERIENCE

Freelance translator

*Latina (IT)
November 2009 to present*

Translator involved in software and documentation projects.

Language pairs:

EN>IT and PL>IT

Field of experience and major clients:

- Automation software: Automation Anywhere (translator and lead linguist)
 - HR material: Amazon, Sibelco, Greenyard Foods
 - Security system contents for clients as Honeywell, Comcast and Bosch
 - Music industry manuals, IT and marketing content for clients as: Pioneer, Alpine, Clarion
 - Software, manuals and marketing translation: Kaspersky, Windows Mobile, Dell, Parallels, Microsoft Dynamics/Navision, Sony, Panasonic, Canon
 - Metalworking: Kennametal and Mitsubishi
 - Fitness apps and marketing content: Jawbone, Virtuagym
 - Marketing translations: Yahoo, H&M, Quick-Step, Amazon, Google Hotel Ads, Expedia
 - Medical devices: Medela, Getinge, Otometrics, Coloplast, CerKamed Dental
 - Audioguide translations for several tourist attractions in Poland: museums, castles, churches
- Productivity: 2500 / 3000 words per day
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Project coordinator, translator and reviewer

Localization agency

*Latina (IT)
September 2008 to December 2009*

Software and documentation translator and reviewer. Main contact person between clients and multilingual vendors. Responsible for managing projects as well as specific production teams, communicating specific detailed instructions to vendors, and managing workflows and processes.

Projects

Microsoft (PSS, Windows Mobile, MacOffice, MS Expressions), FIAT, Novell, IBM, Panasonic, Sony

Responsibilities:

Translations and reviews.

Ensure that Quality Checks have been carried out satisfactorily;
Manage 6 client accounts;
Create and develop translations tools used for these accounts (Translation Memories, style guides, glossaries, account information, etc.) and develop efficient workflows for maximizing the use of these resources.
Manage in-house and freelance resources efficiently and cost effectively.
Select and assign translation teams, negotiate rates and deadlines and coordinate production with translators, proofreaders.
Check vendors' invoices for accuracy and match to purchase order. Send purchase orders to the team.
Hands-on production involvement such as checking completeness and accuracy of translation prior to delivery to client.

Translator
Localization agency

Latina (IT)
October 2007 to September 2008

Translator involved in software and documentation projects.

Language pairs:

EN>IT and PL>IT

Productivity: 2000 / 2500 words per day

Projects

- Microsoft
 - Sony
 - Panasonic
 - Panda Antivirus
 - Kennametal
 - IBM
 - Novell
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Translator
BESA Editrice

Rome (IT)
February 2008

Translation of four short stories for an Italian publishing house (Besa Editrice).

Language pairs:

PL>IT

EDUCATION

University of Rome “La Sapienza”

Rome (IT)
July 2007

Degree in Languages for Linguistic Mediation

Main subjects: written, oral translation EN, PL>IT, linguistics, economics, law

Final score: 101/110

High school “Liceo scientifico G.B. Grassi”

Latina (IT)

July 1997

High school diploma

Final score: 89/100

COMPUTER SKILLS

Trados

Studio 2019

Across

MemoQ

MateCat

Catalyst

LocStudio

Idiom

SDLX

Passolo

Apsic Xbench

Novell Localisation Workbench – NLW

IBM Translation Manager

RC Win Trans

TStream

Microsoft Office: Word, Excel, Power Point

Studio 2015

Studio 2017

Smartling

Language known

Italian (mother tongue)

English

Polish