



MARTINA RUSSO
**Free-lance Translator
& Proofreader**

Zurich, Switzerland

Email:
marty_1989@msn.com

Tel. Number:

IT. 0039 3801704357

CH. 0041 766697715

Skype: Marty!

Linkedin: [Martina Russo](#)

Website: [Moving Words](#)

Offering

translation services from English / German / Spanish into Italian

and

transcription, proofreading, light post-editing & subtitling services in Italian

Italian free-lance translator, training as interpreter, with a proven ability to manage multiple responsibilities in a fast-paced environment with critical deadlines.

Well organized, works well independently, as well as collaboratively in a team setting. Reliable and hardworking, with a practical hands-on approach and a positive attitude, always perseveres to achieve the best results. Able to collect and analyze information and quickly grasp what needs to be done. Excellent communication and problem solving skills. A proven ability to manage and complete projects on time/budget to the highest standard. Tenacious and resourceful, likes undertaking challenging roles: dedicates herself to continuing professional development.

Areas of expertise

- Tourism
- Sports
- General science
- General computer science
- CVs / Letters of reference
- E-Mail / Website content
- Marketing
- Educational Material
- Fashion
- Film / Cinema / Lyrics (Music)
- History

Software

- **CAT** proficiency in → **Wordfast** / **FLUENCY 2013**
basic knowledge of → **SDL Trados** / **OMEGA**
- Excellent knowledge of Microsoft Office (Word, Power Point, Excel, Publisher, Outlook, OneNote)
- Owns ECDL

Working Experience

FREE-LANCE TRANSLATOR – current positions

- March 2011
current
- YABLA INC.**
Translator Online activity
- Transcribing - Italian
 - Proofreading - Italian
 - Translating English / German → Italian
 - Marketing
 - Searching and providing new content for classes
- June 2012
current
- GEOMUNDO - NGO Taxi South America Partner Project** Cologne, Germany
Translator, Marketing Assistant
- Initiated an aid development - project with a 4 members core-team
 - Recruitment of volunteers in several areas
 - Foreign language correspondence
 - Development of a crowd-funding campaign
 - Translating and localizing website content English / Spanish -> Italian and Italian → Spanish

FREE-LANCE TRANSLATOR – other projects / jobs

- 2013
- **EXPAND HOME DESIGN SAS – expandpouf** [Free-lance Translator]
LANGUAGES: Italian → German
DOMAIN: Domestic Products / Textiles
TYPE OF DOCUMENT: Website
 - **TMVS – Total Marketing Virtual Services** [Free-lance Translator, Post-editor]
LANGUAGES: English, German, Spanish → Italian
DOMAIN: Cosmetic / Pharmaceutical
TYPE OF DOCUMENT: Brochures / Catalogs
 - **TRANSLATE MEDIA – TM** [Free-lance Translator]
LANGUAGES: English → Italian
DOMAIN: General / Marketing
TYPE OF DOCUMENT: Survey / Catalogs
 - **PRIVATE CLIENTS** [Free-lance Translator, Text Editor]
LANGUAGES: Italian → English / English → Italian
DOMAIN: Sales, Marketing, Communication, Research, Design
TYPE OF DOCUMENT: CV's, Resumes, Letters of Reference
- 2011 / 2012
- **BASEL ZERO** [Free-lance Translator, Proofreader]
LANGUAGES: Italian → English / English → Italian
DOMAIN: Finance / Economy / Business
TYPE OF DOCUMENT: Book

You can also find my profile in the databases of following online translation agencies and hubs:

Translatorbase.com / TranslationDirectory.com / TranslatorCafe.com / TDSresources.com / Translated.net / Proz.com

Currently offering some of my spare time to volunteer for:

bewelcome/ / [TED /](http://TED/) / [ASHOKA /](http://ASHOKA/) / [AMARA /](http://AMARA/) / [volunteermatch.org /](http://volunteermatch.org) / TRANSLATORS WITHOUT BORDERS / / ROSETTASTONE

OTHER TRANSLATION-RELATED WORK

2011	ESPEN AG Translator / Interpreter <ul style="list-style-type: none">• Translating and interpreting: Italian, English, German, Spanish• Customer Care	DOMAIN: wood, trading	Crema, Italy
2010	MBA ACCESS Translator / Event Assistant <ul style="list-style-type: none">• Translating English / German → Italian• Customer Care	DOMAIN: business, MBA-programs	Milan, Italy
2010	SELPRESS SPA Intern in foreign languages (Media Monitoring & Newsbank) <ul style="list-style-type: none">• Screening, analyzing, indexing newspapers, TV and web production in Italian, English, Spanish, German	DOMAIN: Information, Politics, Economy	Milan, Italy

Education

2010 current	Libera Università IULM / Scuola per interpreti e traduttori Carlo Bo <u>Bachelor's Degree in Translation, Interpretation and Communication</u> <ul style="list-style-type: none">• Professional Translations from English and German into Italian• Marketing & Communication• History & Literature		Milan, Italy
2009	Highschool Gaetana Agnesi – Specialization in Foreign Languages <ul style="list-style-type: none">• Foreign languages (English, Spanish, German) and humanistic studies• Internships and language schools in Sevilla (Spain) and Munich (Germany)		Milan, Italy

Vocational education & Training

2010	School for Team Services Management Course in Business Spanish		Milan, Italy
	School for Interpreters and Translators SSML Gregorio VI Course for working in the Tourism industry		Rom, Italy
2009	Goethe Institut / CAPAC Milano Course for improvement of the German language		Milan, Italy

Other

Memberships:

- MET - Mediterranean Editors and Translators

References & Samples:

- Can be provided on request

Interests:

- Reading / Writing
- Traveling, foreign cultures, languages, tourism
- Nutrition
- Environment
- Medical care
- Sports: Swimming, Hiking, Skiing / Snowboarding, Athletics, other ball-sports