1. **Silverio Lensi**

**Address:** Via G. Fabbroni 12/a – 50134 Florence – Italy

**Telephone:** +39 3335904439; **Skype name:** silverio.lensi; **E-mail:** silverio.lensi@gmail.com

**Nationality:** Italian

**PROFESSIONAL EXPERIENCE**

**2013 – Present**  **Freelance translator**

SDI Media, IYUNO, Somya Translators, Pixelogic Media

* Translation, proofreading and quality control of subtitles for audiovisual (TV series and movies)
* Translation and proofreading of legal documents

**2013 Paralegal**

Integreon, Bristol, UK

* Document review for a large litigation case on behalf of a Magic Circle firm
* Checking documents for disclosure and filtering in order of relevance
* Contract reviewing and summarizing

**2012 Web Content Editor**

* Creating, editing and publishing information on websites

**2008 – 2011 Translation and localization Scheduling Coordinator**

 Digititles srl, Deluxe Digital Studios, Florence, Italy

* Scheduling and coordination of translation work ensuring the respect of the client specifications, deadlines, language rules and procedures established for each type of project
* Management of several multi-language translation projects on a daily basis for clients such as Warner, Disney, Sony and Paramount
* Tracking of translation process, communication with all departments involved in the production process and assisting in the quality control of translation files
* Collaboration in maintaining adequate pools sizes of translators and providing feedback to improve overall quality of translations and translators

**2002 – 2007 Trainee solicitor and paralegal**

 Studio legale Albini, Law Firm in Florence

* Drafted documents in civil and criminal law
* Client-facing assistance and legal advice
* Admitted to the Bar

**EDUCATION**

**2002 Master's degree in Law**, University of Florence

* Specialized in Comparative law. Main modules included International law, European Union law, Commercial law and Private international law

**LANGUAGES**

 **Italian:** native speaker; **English:** fluent; **French:** advanced

**COMPUTER SKILLS**

* Microsoft Office (Excel, Word, PowerPoint)
* Basic knowledge of WordPress Editor
* Translation tools: GTS, Subtitle Edit, MateCat