

Silverio Lensi

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Experience

2013 – Present

Freelance Translator

TVT, SDI Media, IYUNO, Somya Translators, Pixelogic Media, Sublime

- 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

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
- 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