

Monica Catena

English and Spanish to Italian Translator

+39 3475953916 | catena.monica@gmail.com

LinkedIn: www.linkedin.com/in/monicacatena

Proz: <http://www.proz.com/profile/2022785>

I am a **constantly evolving professional** and a motivated **Literary Translation student**. My varied working experiences allowed me to develop a **broad range of skills**, like flexibility and organization skills. In the last 7 years, I worked in the **tourism industry**, which gave me the opportunity to get an insight of its specific language. At the moment, I am working as an interpreter and translator in the **immigration field**.

EDUCATION

- **MASTER'S DEGREE COURSE IN LANGUAGES, CULTURES AND LITERARY TRANSLATION**
Specialization: English and Spanish | Macerata University (Italy) | since 2016
- **BACHELOR'S DEGREE IN LINGUISTIC MEDIATION**
Specialization: English and Spanish | Macerata University (Italy) | 2007

TRAINING

- **LANGUAGE SHOW LONDON** | London | 2017
- **YOUNG ADULTS' LITERATURE COURSE "Dove vanno le anatre d'inverno"** | Jesi Children Book Festival (Italy) | 2017
- **SEMINAR "L'ARTE DI NARRARE"** | Jesi Children Book Festival (Italy) | 2017
- **WEBINAR "LETTERATURA IN TRADUZIONE: LA STRATEGIA TRADUTTIVA DI UN ROMANZO"** | Proz.com | 2017
- **PROZ.COM REGIONAL CONFERENCE "Traduzione ed eccellenza"** | Matera (Italy) | 2016
- **WEBINAR "TRADURRE L'ARTE CULINARIA: I MENÙ"** | ProZ.com | 2014
- **WEBINAR "TRADURRE I CULTUREMI IN AMBITO TURISTICO"** | ProZ.com | 2014
- **WEBINAR "INTERPRETAZIONE E TRADUZIONE DALLO SPAGNOLO ALL'ITALIANO, DUE LINGUE "CUGINE" A CONFRONTO"** | Proz.com | 2014
- **WEBINAR "TRANSLATION FOR ENVIRONMENTAL ORGANIZATIONS"** | ProZ.com | 2014
- **WEBINAR "TRANSLATION FOR ENVIRONMENTAL ORGANIZATIONS. PART TWO: TERMINOLOGY"** | ProZ.com | 2014
- **WEBINAR "TRANSLATION IN TRAVEL AND TOURISM"** | ProZ.com | 2014
- **WEBINAR "SDL TRADOS STUDIO – LET'S GO BACK TO BASICS"** | ProZ.com | 2014

CAREER HISTORY

- **SPANISH INTERPRETER AND TRANSLATOR – CIES Onlus | Rome, Italy | since 2019**

I am an interpreter and translator for the Local Committee for the Recognition of International Protection.

Thanks to this job, I am acquiring a good knowledge of Latin-American linguistic variation and culture. I also have access to legal and medical terminology, especially in translation, and to a specific language related to the immigration field.

- **EMPLOYEE AND RECEPTIONIST – Camping Internazionale**** | Sirolo, Italy | 2013-2019**

This job gave me the possibility to be in contact with the tourism industry: working in this industry means to have access to a specific terminology and communication style.

I had many different roles into the company, so I also learned how to be multitasking and improved my organizational skills.

Dialing with international customers on a daily basis allowed me to improve my communication and language skills.

- **SPANISH TO ITALIAN TRANSLATOR – Instituto de Seguridad Global | Las Palmas de Gran Canaria, Spain | 2014**

I have translated articles for Compendium quarterly magazine issued by the institute, which supports research development and formation in the field of international security and defence.

I have learned how to work on a deadline, to make terminology researches and to work in team on a translation project.

- **RECEPTIONIST – Cumberland Hotel | Edinburgh, Scotland | 2012-2013**

This position gave me the chance to get a massive insight into the English language and the Scottish culture.

This is also the experience that enabled my interest for the tourism industry.

- **VARIED OFFICE JOBS – Different companies | Italy | 2008-2012**

For 4 years I worked in many different positions as an employee: I was commercial back office, buyer and general secretary.

These experiences taught me to be extremely flexible and to work in a methodical and organized manner.

- **JUNIOR PROJECT MANAGER - Trans-Edit Group Srl, translation agency | Milan, Italy | 2007-2008**

My aim was to assign each job to the most suitable translator available, negotiate the deadline and take care of the project until the final delivery to the customer.

I have developed a high attention to details and a strong ability to work under pressure.

Also, communication and organizational skills were fundamental, along with the ability to work in team on short deadlines.

VOLUNTEER EXPERIENCE

- **ENGLISH/SPANISH TO ITALIAN TRANSLATOR – AVSI - People for development | since 2015**
Translation of documents related to long distance adoption of South American and South African children in difficult situations (letters from the children to their adoptive parents, information forms about the children, etc..).
- **ENGLISH/SPANISH TO ITALIAN TRANSLATOR - Chakana Creations | 2016**
Translation of mastay.info pages, aiming to promote and spread the Andean culture.
- **ENGLISH TO ITALIAN TRANSLATOR - Universidad Nacional de Educación a Distancia (Madrid) | 2015**
Translation of tests whose aim was to improve the elaboration of natural language by IT systems.

KEY SKILLS

- **LANGUAGE SKILLS:** Italian is my native language and I speak fluently English and Spanish. I can also speak some German and French.
- **CULTURAL SKILLS:** I spent 6 months in Ireland, 9 months in Scotland, about one year in Spain (and 6 months in Germany) developing a first-hand knowledge of the cultures of those countries. My current job is allowing me to get an insight of the Latin American culture.
- **TRANSLATION COMPETENCES:** My studies and my working experiences allowed me to learn specific translation strategies and techniques.
- **COMMUNICATION:** In many of my experiences I dialed with direct customers and other company members and this gave me the chance to develop excellent communication skills.
- **FLEXIBILITY:** Having experienced many different working situations, I have learned to adapt quickly to new situations and to learn fast. This also brought me a great curiosity.