

# Alessandra Milanese

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## Translator German>Italian, English> Italian and professional reader

Passionate and highly competent multilingual professional looking for a freelance opportunity as a translator from German into Italian and English into Italian and as a reader.  
Areas of interest: marketing, industry, environment, business, literature.

## Skills & Specialties

<b>Languages:</b> Italian (native), English, German	<b>Technology:</b> SDL Trados 2017, MemoQ, MateCAT, Windows 10, Office, InDesign CS6, Photoshop CS6, Wordpress
<b>Writing:</b> composing review sheets, translations	

## Professional Experiences

### **Translator German>Italian, English>Italian**

<u>tolingo</u> - Language services provider Translator	<i>06/2018 to Present</i>
<u>Xplanation Deutschland</u> - Language services provider Translator	<i>05/2018 to Present</i>
<u>ProLangua</u> - Language services provider Translator	<i>04/2018 to Present</i>
<u>Lingospell</u> - Language services provider Translator, proofreader	<i>03/2018 to Present</i>
<u>Xplanation</u> - Language services provider Translator	<i>03/2018 to Present</i>

### **Translator German>Italian**

<u>Amazon</u> Translator and proofreader of German texts	<i>12/2017 to Present</i>
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### **Professional reader and translator German>Italian, English>Italian**

<u>The Bookmakers studio editoriale</u> - Rome Professional reader of Italian, German and English manuscripts Translator of German books into Italian ( <i>Das Mona-Lisa Virus</i> , Tibor Rode, Newton Compton editore, 2016)	<i>05/2016 to Present</i>
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**Administrative assistant to the managing Director** 04/2009 to 12/2017

Assomet – National Association of Non-Ferrous Metal Manufacturers- Milan

Translator and editor of the association's most important and official documents, newsletter editor

**Administrative assistant to the principal architect**

02/2006 to 04/2009

Ottavio di Blasi & Partners- Architectural Studio- Milan

Responsible for cataloging the Studio library and organizing photographs

**Administrative assistant to the managing Director**

05/1999 to 01/2006

Cometa- Pension management- Milan

Administrative assistant to the managing Director

Translator and editor of legal documents, responsible for fund transfers and overall office management

**Editor and proofreader**

11/1998 to 04/1999

Diwa srl- Milan

Editorial services company

**Document specialist**

07/1997 to 01/1998

San Paolo Magazine Documentation Centre- Milan

Tracked and summarized the key articles appearing in daily German, English and French newspapers

Creator of a database used by journalists

### Professional training

2018	STL Formazione, "How to translate a detective story"	2018	Lingua Berlin, "Online course of economic and legal translation"
2017	NNEditore, "Reading as a work", training course to evaluate, communicate and promote a book	2017	Lingua Berlin, "Translation course from German to Italian"
2017	STL Formazione, "Online course of publishing review"	2017	Langue & Parole, "How to translate medical texts"
2017	STL Formazione, "The Italian for translators"	2016	STL Formazione, "Introduction to memoq"
2016	STL Formazione, "Online course of introduction to CAT tools"	2016	STL Formazione, "Online course of literary translation"
2016	Storie Leconte, "Online course of translation from English"	2015	Literary Agency Editoria e Scrittura, "How to become an editor"
2014	Literary Agency Dreamquest Editoriale, "How to become a proofreader"	2006	Literary Agency il Segnalibro, "How to become an editor"

### Education & Certifications

BA History- Milan

1989-1996

State University of Milan

Specialization in History. Thesis title "The past that does not really end and the European civil war of the 20th century. Two historical debates in Germany and Russia"

BA Library Science- Milan

1991 – 1993

School of Archives Studies, Paleography and Documents at the State Archive Center