

PERSONAL INFORMATION



Costabeber Veronica – Freelance translator DE, FR > IT

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🌐 <https://www.linkedin.com/in/veronica-costabeber-52067a13a/>

Sex Female | Date of birth 06/07/1984 | Nationality Italian

POSITION

Freelance translator DE, FR > IT

WORK EXPERIENCE

From Jan. 2017 – Present

Freelance translator DE, FR > IT

Providing translation services for both private and commercial customers such as Amazon Core Europe Sarl (Luxembourg), Denios AG (Germany), Denios Srl (Italy), or for translation agencies (Asap Srl – Italy, Studio ATI – Italy, Supertext – Germany and Switzerland etc.) and for editors (Armando Dadò Editore – Switzerland)

- Translation and revision of technical documents
- Post-editing of machine-translated product descriptions
- Editorial translation

Business or sector Technical, commercial, financial, legal, industrial, publishing.

From Sept. 2017 – Jan. 2017

Project Manager and in-house translator DE, FR, EN > IT

Organising translation projects and translating at Asap Srl, Via Luccoli 29/9 - 16123 Genova, Italy

- Supervising the overall organisation of translation projects: dealing with the clients' requests, evaluating and analysing the source documents, assigning them to the most suitable suppliers, managing deadlines, reviewing and checking for quality using Cat Tools and QA Tools, delivering the translations to the clients, updating the TMs and termbases.

Business or sector Technical, commercial, financial, legal, industrial, publishing, sworn translations, personal documents, nautical.

From Apr. 2017 – Aug. 2017

Trainee translator DE, FR, EN > IT

Vertex Sarl, 19 Chemin des Travaux, 06800 Cagnes-sur-Mer, France

- Acquiring an understanding of how a translation agency works and which requirements have to be fulfilled in order to meet the ISO Standards 9001 and 17100
- Managing Cat Tools such as SDL Trados 2015, MemoQ 8.1 and their QA tools
- Taking care of all stages of a project (pre-production, production and post-production): preparing projects and converting files according to document's nature and customer's needs, translating, pursuing terminological research by consulting paper resources, online term banks, glossaries and translator forums and termbases owned by the agency, reviewing translations and taking care of the final layout, delivering to the customer

Business or sector Technical, industrial, railway transportation, automation, website localisation

From Apr. 2008 – 2015

Congress Hostess

Rosa d'Eventi, Via Marcello Staglieno 10 - 16129 Genova, Italy

- Taking care of multilingual reception assignments, showroom and conference assistance as well as linguistic support in international contexts

Business or sector Medical congresses, Monaco Boat Show

EDUCATION AND TRAINING

From Jan. 2018 – Jun. 2018

24 ECTs course for teaching

University of Genova, Italy

- Anthropology, Psychology, Pedagogy, Use of Technology in Teaching and Learning, Didactic Strategies, Inclusion Strategies

From Sep. 2016 – Sep. 2017

Master II “Traduction et Rédaction d’Entreprise

University of Nice “Sophia-Antipolis”, France

- Technical Translation and Interpreting DE > FR and IT > FR
- Technical Writing with specific software such as Oxygen XML and MadCap Flare, structuring technical documents by using DITA maps, translating technical writings with MadCap Lingo
- Terminology, creating glossaries
- Internship at Verxet Sarl, a professional translation company based in Cagnes-sur-Mer, France
- Editing and discussing the final essay
- Using CatTools: SDL Trados Studio 2015 and 2017, OmegaT

From 2015 – 2016

Master I “Traduzione tecnica specializzata”

University of Genova, Italy

- Technical Translation DE>IT and FR>IT
- Terminology, editing terminological record sheets, justifying terminological decisions by indicating source materials
- In-depth courses of Mechanics, Electricity, Electronics, Machinery
- Working as a part of a translation team on the assigned projects
- Reviewing projects
- Using open-source CatTools: OmegaT

From 2007 - 2014

Bachelor’s degree in Translation and Interpreting (final grade: 110 cum laude)

University of Genova, Italy

- Translation and Interpreting (Theory and Practice) DE>IT and FR>IT
- English language course
- Linguistics, Glottology, Phonetics, EU Legislation, History, Italian, German and French Literature, IT
- Editing and discussing my dissertation entitled “Traduzione e commento di *Le destin de l’univers. Trous noirs et énergie sombre* di Jean-Pierre Luminet (cap. XVII e XVIII)” (Translation of the two chapters FR>IT and theoretical commentary on the translating problems and solutions).

From 1998 - 2003

Foreign Language High School Diploma (final grade: 98/100)

Liceo linguistico “Grazia Deledda”, Genova, Italy

- Italian, German, French, English, Italian Literature, Literature and Culture of the three foreign languages, History, Geography, Philosophy, Mathematics, Physics, Arts, Physical Education

PERSONAL SKILLS

Mother tongue

Italian

Other language(s)	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
German	C1	C1	C1	C1	C1
	Zertifikat Deutsch (B2)				
French	C2	C2	C2	C2	C2
	-				
English	C1	C1	C1	C1	C1
	-				

Levels: A1/A2: Basic user - B1/B2: Independent user - C1/C2 Proficient user
[Common European Framework of Reference for Languages](#)

Communication skills

- Considerable communication skills gained through my continuous studies in languages and translation, which I find one of the most interesting and challenging form of communication. These skills include listening, verbal and non-verbal communication, writing, having detailed and complex conversation in each one of my target languages, understanding and conveying contents, using critical and analytical thinking, interpreting skills.
- Moreover, I had the chance to improve my communication skills during my time as a project manager negotiating with customers and suppliers and interacting positively with the rest of the team, as a hostess dealing constantly with the congress participants as well as perceiving and trying to meet their needs, as a language teacher committing myself to finding the best way to transmit knowledge and meeting the different needs of every single student, and finally as a professional translator being open-minded, intellectually curious, accurate in order to avoid misunderstanding and to convey the message in the clearest way possible.

Organisational / managerial skills

- Ability to work both individually and in a team, cooperation, good time management, scheduling and prioritising, punctuality and respect of deadlines, accuracy and detail orientation, adaptability.
- I have valuable problem-solving and decision-making skills, I know when to delegate to a colleague I trust and when to ask for advice with the aim of checking and improving my work.

Job-related skills

- Keeping up to date on the latest developments and terminology through various media in my source and target languages
- Good command of translation process and quality control processes
- Self-motivation

Digital skills

SELF-ASSESSMENT				
Information processing	Communication	Content creation	Safety	Problem solving
Independent	Independent	Independent	Independent	Independent

Levels: Basic user - Independent user - Proficient user
[Digital competences - Self-assessment grid](#)

- Good command of SDL Trados Studio (2017) and MemoQ (8.2)
- Good command of Microsoft Office tools (Word, Excel, Power Point, Publisher)
- Basic user of Technical Writing softwares such as Oxygen XML and MadCap Flare

Other skills

Replace with other relevant skills not already mentioned. Specify in what context they were acquired.
 Example:
 ▪ carpentry

Driving licence

B

ADDITIONAL INFORMATION

- Publications** Veronica Costabeber "Traduzione e commento di *Le destin de l'univers. Trous noirs et énergie sombre* di Jean-Pierre Luminet (cap. XVII e XVIII)" – Dissertation: Translation FR>IT of the two chapters of the science communication work written by the leading black hole expert Jean-Pierre Luminet and theoretical commentary on the translating problems and solutions.
- Projects** Editing of terminological record sheets for a five-language glossary on wine terminology accessible on the site of the University of Genova (<http://www.lcm.unige.it/certem/>)
- Courses** Several English and German courses at the Goethe Institut Genua (C1-C2 level) and at the Associazione Italo-Britannica of Genova (C1 level).

ANNEXES

- Copies of degrees and qualifications
- Dissertation