

Curriculum Vitae

GIULIA MONTI



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WORK EXPERIENCE

May 2018 - Present: Full-time Freelance Translator

Translations, revisions, proof-reading, post-editing – EN/DE-IT

August 2015 – April 2018: Project Manager and In-house Translator/Reviewer | Idiomas di Bertoni Antonella & C. s.n.c.

- PM for monolingual and multilingual projects, recruitment of new resources and assignment of tasks, coordinating and monitoring all resources for each project (Translators/Reviewers/DTPers)

- In-house translator (EN/DE-IT) and Reviewer (IT<>EN/DE), MTPE
- Internal QA management, layout checks and language sign-off

- TM and TB maintenance/updates, alignments, R&D relating to CAT-tools

- Expanding database of external collaborators
- Client relationship management and preparation of quotations

January 2015 – July 2015: Internship at Translation Agency | Idiomas di Bertoni Antonella & C. s.n.c.

Project management, EN/DE<>IT translations and reviews, multilingual QA, recruitment of new external resources

November 2012 – January 2015: Part-time Freelance Translator DE-IT | MEETING PACKET di Diana Minghetti & C. s.n.c.

Translation of spare parts catalogues (professional kitchens), translations of business documents

EDUCATION

February 2019 – September 2019: Postgraduate Specialisation Course in Legal Translation - CTI - Communication Trend Italia S.r.l.

95/100

November 2013: Internship at DGT of the European Commission in Brussels – Italian-language Department

EN-IT terminology project in financial field for preparation of MA dissertation; update of the IATE database and EN-IT translations

October 2012: University internship | MEETING PACKET di Diana Minghetti & C. s.n.c., Forlì

DE-IT translations (mainly contracts) using WordFast, reviews and translation of spare parts catalogues (professional kitchens)

October 2011 – March 2014: Master's Degree in Specialised Translation Advanced School of Modern Languages for Interpreters and Translators, University of Bologna in Forlì

Translation theory; IT<>EN/DE editorial, multimedia and technical/scientific translation; Translation methods and technologies; English and German Linguistics; English and German literature
110/110 with honours

October 2009 – June 2010: Erasmus Exchange Programme (9 months) Leopold Franzens Universität Innsbruck (Austria)

Translation and liaison interpreting in German and English

October 2008 – October 2011: Bachelor's Degree in Intercultural Language Mediation

Advanced School of Modern Languages for Interpreters and Translators, University of Bologna in Forlì

IT<>DE/EN translation and liaison interpreting; German; English; Italian linguistics
103/110

September 2003 – July 2008: High-school Diploma in Foreign Languages Liceo Classico Dante Alighieri, Istituto Magistrale Margherita di Savoia, Ravenna

SECTORS & SPECIALISATIONS

Legal: contracts, general terms and conditions, service level agreements, user agreements, articles of associations, annual reports, financial statements, insurance policies, legal acts, sworn translations

Technical: use and maintenance manuals, operating instructions, product catalogues, technical specifications, spare parts lists, quality management systems

(sectors: packaging, mechanics, manufacturing, electrical, medical devices, automotive, motorcycling, household appliances)

Marketing: press releases, brochures, product descriptions, labels (sectors: tourism, fashion, food and wine industry, household appliances, IT), e-commerce

E-learning: company safety information, marketing and sales strategies, personnel training

LANGUAGES

Italian: Mother tongue

English: C2

German: C2

SERVICES

EN/DE-IT Translation

EN/DE<>IT Review

EN/DE-IT MTPE

EN/DE<>IT proofreading

CAT-TOOLS & IT-SOFTWARE

SDL Trados Studio 2017, SDL Multiterm, memoQ, Memsource, Xbench, MS Office Suite

Communication skills

Communicative and proactive approach during every collaboration.

Organisational-managerial skills

Excellent organisation of work both in team and autonomously, coordinating and monitoring groups of several resources, respect of deadlines (also short deadlines) thanks to the experience gained as PM and in-house translator.

Digital skills

Advanced command of CAT-Tools SDL Trados Studio, Memsource and memoQ, of SDL Multiterm and translation memories.

Good technical problem-solving skills. Excellent command of MS Office suite.