

Maria Giulia La Rosa

Freelance
Translator



Profile

Italian nationality, born in Orvieto, Italy, on July 5th 1965.

Italian mother-tongue, excellent English. Accurate, reliable and providing fast turnaround times

Experience

2006 to present: full-time freelance translator

February 2006 – XX Winter Olympic Games

Protocol Crew at the Palasport Olimpico in Turin

2002-2006 Head Secretary for the Orvieto Conference

Centre in charge of sales and promotions, liaison with printers, secretarial work, staff recruitment and management, hotel reservations, clients bookings and ticketing, final accounting for the main municipality food and wine events.

1996-1999 Advertising agent for the daily newspaper "Corriere di Viterbo" developing a portfolio of approximately \$ 150,000 in yearly sales; my tasks also included writing advertorials;

1985-1989 London, UK

1988-1989 Reservation supervisor for Tour Operator Italian Escapades, selling package tours over the telephone and coordinating sales office personnel.

1988 Bilingual Secretary for Alfred Dunhill Ltd, - Leather Division in charge of liaison with Italian suppliers for spare parts and repairs.

1985-1988 Reservation Clerk for Tour Operator Island Sun Ltd, selling package holidays to British clients.

1992-2006 basketball official for Major

League Matches and International competitions, qualified regional instructor for officials.

Basketball Tournament Manager with A.S. Sportevents, specializing in youth basketball tournaments in Italy and Spain, dealing with paperwork, bookings, accounts .

I am also a professional photographer, specializing in portrait and wedding photography.

Education

2013 Study Skills, Oxford University, Department for Continuing Education

2012 IELTS Certificate (score 8.5);

1999 Sales Techniques for advertising agents

1995 Course on ISO 9001 certification on Company Quality

1989-1995 Rome's La Sapienza University – Faculty of Economics and Business Management

1986-1989 London, UK:

Cambridge Certificate of English Proficiency ,

Tour Operator Selling skills,

Business Typing Skills

July 1984: Italian High School Degree with top marks 60/60

Language Pairs

ENG>ITA (native)

d.o. 2000 source words

ITA>ENG

d.o. 2000 source words

Proofreading of ENG>ITA and ITA>ENG projects

Areas of expertise

General English, Tourism and Hospitality, Travel, Education, Legal, Economics and Finance, Business and Marketing, Politics, Cinema, Sports, Instruction Manuals, Sciences, Food & Wine, Health, Technical, Literary, Software services, Photography.

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English to Italian recent translation assignments

Text for video course on oil painting

Newsletter for Leading Company in the Micromachining Industry Newsletter for

US Corporation in the Office Furniture and Accessories Business Singer's Website

Heat Exchange Company website

Localization projects for Anti Virus products and services Community Website

Localization and Members' instructions Localization of software for rotational moulding machinery

International Lottery Website Corporation's newsletter and global contest rules

Sport Association's Official Rules for online contest Newsletter for company

operating in the micromachining sector Reply to invitation to tender on CUSS

equipment Course on EU development policy EU brochure on renewable energies

US high school students' fill-in forms on family, legal and medical information

Adverts on official tourist guide Credit refund procedures for charge card services

5* hotel & resort website Software Adverts and keywords 5* hotel description

Bluetooth device presentation Terms and Conditions for charge card services

Voice-over text of classroom management software Articles of Association

Text for Official Website of a Far East Country Hospital Website

Text for promotional leaflet of a beauty parlour Terms and conditions for online

contest Instruction manuals for weather stations Press release for charge card

company Leaflet on Cronograph operating instruction Survey on tax departments

Questionnaires for Oil Company stock area personnel Oil Company safety training

sessions Technology of spring coiling machinery Automotive keywords Software

Instructions Contract Agreement for Tender in the Construction Sector Memorandum

and articles of association Balance sheet Analysis Safety procedures for a LNG

offshore terminal website on English Language Course Search website on studying

English in the Uk French radio User's manuals for 3 different models Instruction

guide for outdoor furniture Several instruction leaflets for Children's toys and

tools Irish Guide brochure for Construction Skill Certification Scheme University

Degree and Legal Documents for students applying for placement in Italian

Universities Spanish-to-Italian translation assignments Daily programme of

religious festivities Tourist information on Canary events Tourist Information

on Spanish fiestas Travel website Application form instructions

Interpreter for American Journalist' interviews Interpreter for local Electronics

Factory for Visiting guests Interpreter for local Wine Company for Visiting tasters

Interpreter for a Canadian Film Crew shooting in Italy