

“CURRICULUM VITAE” of Monica Cavanenghi

English to Italian IT (Information Technology) specialist translator

PERSONAL DATA

Name: Monica
Surname: Cavanenghi
Date of birth: 17th February 1972
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EDUCATION

12/02/1999: Degree in Foreign Languages and Literatures from the University of Studies of Genoa (English and Russian for four years).

1991: High school diploma in languages from Grazia Deledda Language High School (Genoa)

OTHER QUALIFICATIONS

Master's degree for Translators in Information Technology and Telematics issued by C.T.I. Communication Trend Italia (Milan).

EXPERIENCE

From 2001 to 2005 I worked as a translator/commercial secretary in an Information Technology company where I gained experience in:

- software localization and translation of manuals for Dealer management
- translation of newsletters relevant to the automotive industry, company correspondence, minutes of the meeting.

2005-TODAY

Full-time freelance translator

LANGUAGE COMBINATIONS

English to Italian, Russian to Italian

MAIN FIELDS OF EXPERTISE IT, Telecommunications, Business Management

TRANSLATIONS EN>IT

IT/Telecommunications/Business Management: software, software documentation, programs within Visual Studio, hardware, networks, ERP, database management, enterprise applications (Oracle), CRM, CMS, cloud computing platforms, mobile office software solutions, mobile apps, network security, encryption solutions, storage and data management solutions, document workflow management solutions, online advertising services, search engine optimization solutions, e-learning courses, employee training, product information management solutions, civil and industrial engineering software documentation (Autodesk), online business travel and expense management solutions, online photo sharing solutions, online payment solutions, graphics software documentation, printer documentation, 3D printers, documentation relevant to smartphones, webcams, cameras, server, laptop, tablet documentation, IT publishing texts relevant to Office, Excel and Outlook etc.

Technical: technical documentation and press releases relevant to machinery for construction and agriculture, machine tool catalogs, car accessories and other documentation relevant to the automotive industry, product descriptions, electrical and mechanical devices, electronic components, building and civil works, automation documentation.

Marketing: newsletters, corporate brochures, press releases, eLearning, human resource documents (work ethics, compliance, data security, employee training, violence and harassment in the workplace, data privacy etc.), employee surveys, websites, automation and control solutions for buildings and homes, multimedia and entertainment documentation.

Law: software license agreements, EULA, contracts, certificates.

Other: general documentation and documents containing business/financial terminology, payment solutions, online travel booking solutions, coding and marking solutions.

RU>IT

commercial contracts, technical documentation, personal documents (certificates), general and topical subjects

CAT TOOLS

SDL Trados 2007, SDLX, Idiom, SDL Trados Studio 2014, MemoQ 2015, SDL Passolo 2015, Translation Workspace, HyperHub, Smartling.