**Carolina Figini**

✉ Based in Milan, Italy• ☏ 0039 3335096982 • ✍ carolina.figini@gmail.com

**Multilingual Web Content Editor & Translator**

***English • Italian • French • German***

• Italian native speaker fully proficient in English, French & German

• Translating from and to English, French, German and Italian

• Over 15 years of experience working as a multilingual translator & web content editor

• Microsoft Office, Proofreading & SEO skills

•Looking to take part in high-quality projects involving publishing houses and children’s books

**EMPLOYMENT HISTORY**

**2020**

Production assistant, Translator and content writer for Starbuilt.net – doing everything in my power to ensure the launch of opera “In love – Cuore Innamorato” to be distributed online since November, 7 2020

Copywriter on Facebook and Instagram and Translator from Italian into English, German and French for Tima Spuntolab (use of Content Management Systems Kontentino.com)

Translating books to English and German for several different clients

Italian-English translator for Coach Lavoro, Rome

Teaching English and German for Teatripossibili.org via Zoom, Whatsapp, Duo

Translating music and journalism videos Italian-English for 2020 Channel

**January-February: Back office in the Tourism & Travel sector with German**

**Quintessentially Italy**

**2019**

**Italian-English translator and post-editor**

**Private English teacher for young professionals**

**April – October 2019 Web reputation Manager for hotels and other companies in the Tourism sector**

Multi-language replies to Tripadvisor reviews

Translations from Italian into English, German and French

**• March 2008- April 2019 Bilingual Italian/English Translator & Web Content Editor**

Gariwo - Gardens of the Righteous Worldwide Onlus, Milan, Italy, 2008 - currently

✔ Translating the company web content into English, responsible for managing en.gariwo.net

✔ Translating documents, letters and marketing collateral from Italian to English, German & French.

✔ Supporting event organization, press review and international networking activities.

✔ Intern training, Guided tours of the Garden of the Righteous of Milan for American students, in English. EU institutional contact developing & simultaneous interpreting in English-German-French at the Milan Council Franco Parenti Theatre

✔ The team won the “Human Rights Reporting” Prize in 2016. I was publicly thanked by writer Gabriel Nissim at page 304 of his book “La lettera a Hitler” (The Letter to Hitler), Mondadori, 2015

**• Freelance Translator, Editor & Localisation Executive in Italian, English, German & French**

Publishing businesses, nonprofit associations and private parties, Italy and Europe, 1999- currently

✔ Web Content Wriiter for Nextre Engineering, Milan (SEO, Marketing, IT content, Web research, translations from English to Italian)

✔ Travel translator for Spunto Lab – Tima srl, Bellaria Igea Marina

✔ Working on a variety of translation and localisation projects involving publishing houses, IT agencies, websites and e-commerce companies.

✔ Book and textbook translations from Italian to English, French and German for Spunto Lab Tima S.r.l.

✔ Patent translations from German to Italian for Medienagentur Norimberga and Translations in London LTD.

✔ IT support and localisation tasks for a number of international e-learning and e-commerce projects.

✔ Copywriting tasks for Victrix Webtech S.r.l

✔ Full translation from French to Italian of Constance Nantier-Didiée’s biography, published in France by MJW Fédition.

**• English teacher, private lessons for 1st degree graduates preparing for English language certifications (Cambridge First Certificate and IELTS)**

**• Bilingual Italian/German Researcher & Translator**

Publishing houses, Italy, 2008-2015

✔ German research and translation for essayist Gabriele Nissim in order for him to complete his book “The letter to Hitler”

✔ Full translation from German to Italian of a Johanna Wernicke-Rothmayer’s book, published in Germany by Peter Lang.

**• Bilingual English/Italian Web Content Editor**

ZeroUno, PuntoExe, Milan & Bologna Italy, 2001-2008 (7 years)

✔ Wrote, edited and reviewed articles and interviews in Italian and English on the topic of business internationalisation and IT developments in the public sector, analysed qualitative & quantitative data.

**• Bilingual English/Italian Editorial Secretary**

Associazione Sant’Anselmo, Communio, Jaca Book, Milan, Italy, 2003-2006 (3 years)

✔ Worked on a variety of admin tasks, including multilingual translations from English to Italian and vice versa and editing works, data entry, event planning and organisation support.

**• Bilingual English/Italian Management Secretary**

GE Structured Finance Group, Milan, Italy, 2003 (1 year)

✔ Worked on a variety of admin tasks, including multilingual translations, travel bookings, organisation support and PowerPoint presentation translation from English to Italian and vice versa.

**• Bilingual English/Italian Software Localisation Executive**

Ct2 S.r.l., Milan, Italy, 2001-2003 (2 years)

✔ Translated business content from Italian in English and vice versa, worked on a variety of software localisation, customer care and sales support tasks for the French market.

**• Bilingual English/Italian Translator & Radio Speaker**

Radio Popolare, Milan, Italy, 2000-2001 (1 year)

✔ Translated news from English to Italian and acted as an on-air radio speaker.

**• Multilingual English/French/German Legal Document Reviewer**

Freshfields Bruckhaus Deringer, Milan, Italy, 2000-2001 (1 year)

✔ Reviewed and proofread legal documents in English, French, German.

**EDUCATION**

**• Bachelor’s Degree in Diplomacy & International Relations - 1st class honours**

University of Trieste, Italy, 1991-1999

**English C2 certification (EF-ESL)**